



Checklist for applying for Paycheck Protection Program loans

Application—SBA Form 2483 (dated 4/20)

- <https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf>
- Completed and signed SBA Paycheck Protection Program Borrower Application Form
 - Signed electronically or signed and submitted via PDF
- If applicable, submit addendum A as referenced in Question 3 as well as addendum B as referenced in Question 4
- NAICS Code

For the Applicant Business

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports for a 12-month period (ending on your most recent payroll date) or a payroll provider summary prepared in response to the Payroll Protection Program, which show the following:
 - Gross wages for each employee, including officers if paid W-2 wages
 - Paid time off for each employee
 - Vacation pay for each employee
 - Pay for family medical leave
 - State and local taxes assessed on an employee's compensation
- 1099 for independent contractors for tax year 2019
- Required for all owners greater than 20%
 - Scanned copy of valid driver's license (front and back)
 - Email address
 - Mobile phone number

For Seasonal Businesses

Payroll Reports for February 15, 2019 through June 30, 2019, along with year-to-date information (payroll reports should show gross wages, paid time off, paid vacation, pay for family medical leave, payments for group health care benefits, and payment of retirement benefits)

For New Businesses that did not exist for entire calendar year 2019

Payroll Reports for January 1, 2020 through February 29, 2020 (Payroll reports should show gross wages, paid time off, paid vacation, pay for family medical leave, payments for group health care benefits, and payment of retirement benefits)

Use of Proceeds	SBA 7(a) Loan Uses
Payroll Costs	\$
Continuation of Group Health Care Benefits	\$
Refinancing SBA Eligible Economic Injury Disaster Loan (EIDL)	\$
Mortgage interest payments	\$
Rent	\$
Utilities	\$
Interest on Debt Incurred before February 15, 2020	\$
Total (Use of Proceeds to equal Amount of PPP Loan)	\$

Please note this checklist is subject to change. If and when the SBA's current online application system changes, we will update our checklist accordingly.

4/5/2020 noon