

First National

SBA Paycheck Protection Program Financing Checklist

1. Borrowers must provide a spreadsheet detailing the following:

- ☐ List of all full-time and part-time employees as of 02/15/2020
- ☐ Payroll tax filings from January 1, 2019 - December 31, 2019, or for seasonal employers payroll tax filings from February 15, 2019 - June 30, 2019
- ☐ Form 1099-MISC for independent contractors
- ☐ Healthcare insurance premiums paid by business under a group plan for the same period
- ☐ Retirement plan funding paid by business for the same period
- ☐ You must also submit such documentation as is necessary to establish eligibility such as payroll processor records, payroll tax filings, or Form 1099-MISC, or income and expenses from a sole proprietorship. For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.
- ☐ PPP payroll calculation spreadsheet provided by your Loan Officer

2. Additional documents needed for application:

- ☐ Organization documents such as Operating Agreement/By-Laws/Articles of Incorporation, Business License, EIN supporting document
- ☐ Ownership with 25% or more and the Controllers' current ID
- ☐ Latest available income and expenses from a sole proprietorship

Additional items may be required depending on your loan request. Reference the U.S. Chamber of Commerce Coronavirus Emergency Loans Small Business [Guide and Checklist](#) for additional information.

