

First National Bank Alaska

SBA Paycheck Protection Program

Second Draw Checklist

Available to an eligible borrower that (i) has received a First Draw PPP Loan, and (ii) has used, or will use, the full amount of the First Draw PPP Loan on or before the expected date on which the Second Draw PPP Loan is disbursed to the borrower.

[Apply Now for your PPP Loan](#)

1. Borrowers must upload the following:

- ☐ Documentation sufficient to establish that borrower experienced a reduction in revenue required to be eligible for the Second Draw PPP Loan. This may include relevant tax forms, including annual tax forms, or (if relevant tax forms are not available) a copy of the applicant's quarterly income statements or bank statements
- ☐ Business license with NAICS code listed.
- ☐ For Borrowers Not Self-Employed: Form 941 and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever quarter is used to calculate payroll) or equivalent payroll processor records (unless the borrower is self-employed)
- ☐ For Partnerships: IRS Form 1065 K-1s.
- ☐ For Self-Employed Borrowers with Employees: Borrower's 2019 or 2020 IRS Form 1040 Schedule C, Form 941, and state quarterly wage unemployment insurance tax reporting forms from each quarter of 2019 or 2020, or equivalent payroll processor records. Provide a payroll statement or similar documentation from the pay period that covered February 15, 2020 to establish the applicant was in operation on February 15, 2020.
- ☐ For Self-Employed Borrowers without Employees: 2019 or 2020 Form 1040 Schedule C, 2019 or 2020 IRS Form 1099-MISC, document to establish borrower is self-employed (e.g., invoice, bank statement, book of record), and 2020 invoice, bank statement, or book of record to establish that borrower was in operation on or around February 15, 2020.
- ☐ Healthcare insurance premiums and retirement plan funding paid by business under a group plan for the same period
- ☐ Ownership with 20% or more and the Controllers' current ID

Additional items may be required depending on your loan request.

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For Seasonal Borrowers: business does not operate for more than 7 months in any calendar year or, during the preceding calendar year, it had gross receipts for any 6 months of that year that were not more than 33.33% of the gross receipts for the other 6 months of that year.

Additional documents needed for application:

Organization documents such as Operating Agreement/By-Laws/Articles of Incorporation, Business License, EIN supporting document