



FIRST DRAW PPP LOAN REQUIRED DOCUMENTATION

Step 1: Choose your reporting period.

Step 2: Attach required documents.

Directions: Please find your business type below and upload PDFs of the required documents into your loan application in Adobe E-sign. Please note: Our online application does not deliver Excel spreadsheets to us correctly. If any of your calculations or required documentation is contained in an Excel spreadsheet, please submit them to us through an encrypted email. If you need us to initiate the secure email process, please use the 'Contact Us' button on the loan applications page of our website to request a new secure email.

ALL BORROWERS: Please provide a copy of your organizational documents and a copy of the driver's license(s) of the listed signers. If you have previously provided us with those documents, you do not need to submit them again.

SELF-EMPLOYED, SOLE PROPRIETORS, AND 1099 CONTRACTORS

- 2019 filed or 2020 completed Schedule C
- Bank statements, invoice, or 1099-MISC to establish self-employment status and proof of operations as of February 15, 2020

GENERAL PARTNERS

- Filed 2019 or 2020 IRS Form 1065 (including K-1s)
- Bank statements, payroll statements, or similar documentation to establish proof of operations as of February 15, 2020
- Individuals/business *with employees* please also attach:
 - Quarterly 941s and SUTA forms for all four quarters for the chosen reporting period
 - Third party payroll service provider reports or internal payroll software detailing employee compensation
 - Bank statements
 - Health, dental, vision, group life, and/or disability insurance (employer-paid) – calculations and statements
 - Retirement contributions (employer-paid) – calculations and statements

S CORPORATIONS, C CORPORATIONS, NON-PROFITS, TRIBAL ENTITIES, VETERANS, AND OTHER ELIGIBLE ORGANIZATIONS

- Quarterly 941s and SUTA forms for all four quarters for the chosen reporting period
- Third party payroll service provider reports or internal payroll software detailing employee compensation
- Employee owner K-1 (S Corp owners only)
- Bank statements

- Health, dental, vision, group life, and/or disability insurance (employer-paid) – calculations and statements
- Retirement contributions (employer-paid) – calculations and statements

FARMERS

- 2019 filed or 2020 completed Schedule F
- Bank statements, invoices, or 1099-MISC to establish self-employment status and proof of operations as of February 15, 2020
- If you *have employees*, please also attach:
 - Annual 943 or W-3 (with supporting W-2s)
 - Quarterly SUTA for relevant quarters (required)
 - Third party payroll service provider reports or internal payroll software detailing employee compensation
 - Bank statements
 - Health, dental, vision, group life, and/or disability insurance (employer-paid) – calculations and statements
 - Retirement contributions (employer-paid) – calculations and statements

