

**APPLICATION DOCUMENTS NEEDED
TO APPLY FOR LOAN UNDER THE CARES ACT**

Responsible Party	DOCUMENTS
Borrower	
Borrower	2019 Income Statement by Month OR 2019 Federal Tax Return
Borrower	January & February 2020 Income Statement by Month
Borrower	2019 IRS Quarterly 940, 941 or 944 payroll tax reports
Borrower	<p>Last 12 months of Payroll Reports beginning with your last payroll date and going backwards 12 months. Payroll report must show the following for the time period above:</p> <ul style="list-style-type: none"> a. Gross wages for each employee, including the officer(s) if paid W-2 wages; b. Paid time off for each employee; c. Vacation pay for each employee; d. Family medical leave pay for each employee; e. State and local taxes assessed on the employee's compensation for each employee
Borrower	<p>1099's for 2019 for independent contractors that would otherwise be an employee of your business DO NOT INCLUDE 1099'S FOR SERVICES</p>
Borrower	<p>Documentation showing total of all health insurance premiums paid by the Company Owner under a group health plan. INCLUDE ALL EMPLOYEES AND THE COMPANY OWNERS</p>
Borrower	<p>Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out-of-pocket deferrals.)</p> <ul style="list-style-type: none"> a. Include all employees, including Company Owners b. 401K plans, Simple IRA, SEP IRA's
Borrower	<p>If Use of Proceeds are to cover mortgage or lease obligations or covered utility payments, provide:</p> <ul style="list-style-type: none"> a. cancelled checks b. payment receipts c. transcript of accounts d. or other documents verifying payments of these obligations
Borrower	Borrower's Signers Drivers License for EACH Signer & Social Security Card or most recent Tax Return