

	EXPECTED APPLICATION DOCUMENTS NEEDED TO APPLY FOR LOAN UNDER THE CARES ACT
Responsible Party	
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	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
	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	1099's for 2019 for independent contractors that would otherwise be an employee of your business. DO NOT INCLUDE 1099'S FOR SERVICES
Borrower	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
Borrower	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.)
	a. Include all employees, including Company Owners
	b. 401K plans, Simple IRA, SEP IRA's
Borrower	If proceeds are to cover mortgage or lease obligations or covered utility payments, provide:
	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