

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

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