



**VERMONT 504 CORPORATION
PAYROLL PROTECTION PROGRAM CHECKLIST**



For Borrowers applying for a second PPP and received their first PPP from VEDA

I. REQUIRED INFORMATION

<u>Required:</u>	<u>Check if Attached</u>
A completed and signed SBA PPP application. Electronic signatures are fine.	
Names, citizenship, and social security numbers for 100% of the applicant's ownership, if any change since last application.	
Copy of <u>one</u> of the forms of identification (front and back) listed below, for each business new owner since the last application of 20% or more: State-issued Driver's License Passport Military Identification Card US Resident Alien Identification Card Other Government-issued Identification Card with photo	
Please provide proof of a drop in gross revenue of at least 25% in any single quarter of 2020 compared to the same quarter in 2019 through comparative quarterly income statements. Annual income statements showing an annual decrease in gross revenue in 2020 compared to 2019 will also suffice. <i>Note: if you received federal or state grant income for COVID relief, this needs to be included in your gross revenue in the quarter in which it was received.</i>	
A payroll statement, 1099, invoice, bank statement, or book of record establishing that your business was in operation on February 15, 2020	
Completed PPP Loan Calculator Worksheet	
Names and emails of each person who will be signing the loan documents	

(Note: Additional information may be requested by the Lender as deemed necessary.)