



**VERMONT 504 CORPORATION
PAYROLL PROTECTION PROGRAM CHECKLIST**

<u>Required Information:</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.	
Copy of <u>one</u> of the forms of identification listed below, for each business owner 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	
2019 Federal Tax Return or Internally Prepared Financials. Include K-1's if appropriate. They should include both Income Statement and Balance Sheet.	
If the applicant is a subsidiary or is closely affiliated with another corporation, please provide financial statements for the parent corporation or affiliate.	
Self employed individuals provide a completed either a 2019 Schedule C or 2019 completed Schedule F, as appropriate to your business.	
2019 IRS Quarterly 940, 941, 943 or 944 payroll tax reports	
Payroll reports for a 12-month period (either for 2019 or ending on your most recent payroll date) which will show the following:	
Gross wages for each employee, including officer(s) if paid W-2 wages	
Paid time off for each employee	
Family Medical leave for each employee	
State and local taxes assessed on an employee's compensation	
1099s for independent contractors for who are applying for their business, for the year 2019	
Documentation showing total health insurance premiums paid by the company under a group health plan including all employees and the owner(s) for the immediately preceding 12 months prior to the date of this application. Copies of the monthly invoices should suffice.	
Documentation of all retirement plan funding that was paid by the company (do not include funding that came from employees out of their paycheck deferrals) for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should suffice.	
Include all employees and the company owners	
Include 401(k) plans, Simple IRA, SEP IRA's	
Completed PPP Loan Calculator Worksheet	
Completed Estimated Debt Forgiveness Worksheet	
Please provide a voided check for the account that loan proceed will be deposited into via ACH	
Corporate Docs as appropriate: Operating agreement, Bylaws, Articles of incorporation or organization, and Partnership agreement	

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