



SBA Payroll Protection Program (PPP) **Application Checklist**

Applicant Borrower Information:

Borrower Name: _____

Borrower Contact Person: _____

Borrower Phone: _____

Borrower Email: _____

NAICS Code: _____

Number of Jobs Created: _____

Number of Jobs Retained: _____

Business Established Date: _____

Business Zip Code: _____

Credit Union Membership Acct Number: _____ Acct Type: _____

Required Submission Checklist:

Form 2483 (Borrower Application Form)

Must be fully completed, initialed, signed/dated by the Borrower.

Additional Ownership Sheet (if needed)

Addendum A (if needed for Affiliates)*

W2 or W3 transmittal document, or Payroll Tax reports filed (Forms 941, or 944, plus State tax form 1028 (if desiring to include unemployment tax) for full year 2019.

Copies of payroll system reports (or comparable data) for 2019. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.

Documentation reflecting the health insurance premiums paid by the company under a group health plan for all employees including owners for 2019. Copies of accounting records for expense if payroll report does not provide.

Documentation of all retirement plan funding made by the employer for 2019. Copies of accounting records for expense if payroll report does not provide.

2019 Schedule C or 2019 business profit and loss statement for sole proprietorships

Verification of CU Membership for borrowing entity (complete above or screen print)

Organizational Documents (Bylaws, Operating Agreement, Partnership Agreement or Assumed Name Certificate) if borrower is not currently serviced by MBC

List of Signers by name, title and email addresses

Loan amount calculation backup (if prepared)

*Affiliation generally exists when an individual or entity owns more than 50% of another entity, has more than 50% or more of the voting stock or has management control of the entity. Affiliation rules are waived for business in the hospitality and restaurant industries (NAICS 72) and SBA approved franchises.