

**FINANCIAL DATA NEEDED - 7(a) SBA LOAN AND FORGIVENESS UNDER THE
CONSOLIDATED APPROPRIATIONS AND CARES ACT FOR SECOND DRAW LOANS
Checklist of Documentation Required**

Rev 1/11/21

The SBA loans under Section 1102 of the CARES Act (sometimes referred to as "7(a) Loans") which are eligible for forgiveness are available to employers with less than 300 employees. Such loans will be handled through the client's lender (bank) and guaranteed 100% by the SBA. These are non-recourse loans.

Banks will need the following financial information in order to process the SBA loan application:

At the time an applicant submits its loan application form, it must submit the following unless the documentation was submitted to the lender for the First Draw PPP Loan (i.e., the applicant used calendar year 2019 figures to determine both its First Draw PPP Loan amount and its Second Draw PPP Loan amount, and the lender for the applicant's Second Draw PPP Loan is the same as the lender that made the applicant's First Draw PPP Loan):

1. Need NAICS Code, Date Business was formed, 9-digit ZIP Code, PPP First Draw SBA Loan Number and Amount
2. Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 or 2020. If PEO (no 941) Year End Pay summary with total hours reported.
3. Copies of payroll reports for year-end 2019 or 2020. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO); restaurants should include reportable cash tips.
4. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the year-end 2019 or 2020. Copies of the monthly invoices should suffice.
5. Documentation of all retirement plan funding by the employer for year-end 2019 or 2020. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.
6. For loans over \$150,000 : Documentation sufficient to establish a 25% decline in gross receipts. Annual tax forms, or, if relevant tax forms are not available, a copy of the applicant's quarterly income statements or bank statements.

*Non Self-Employed businesses can also elect to use a trailing 12 month pay period for maximum loan amount calculations if substantiated with similar information as the above (Item 2.)

For Sole Proprietors – Only Items (1. & 6.) from above and the following:

1. 2019 or 2020 Schedule C
a. If using the 2020 and it has not been filed we still need a 2020 Draft Schedule C with supporting 1099's
2. Form 1099s received

**Sole proprietors with employees should also provide items 2-5 as well*

For Partnerships – Only Items (1. & 6.) from above and the following:

3. 2019 or 2020 IRS Form 1065 K-1s

**Partnerships with employees should also provide items 2-5 as well*