



SBA 7(a) Paycheck Protection Program (PPP) Loan Application Checklist

Outlined below is a list of items we feel will be needed to process your PPP loan request. This list of items is subject to change with updated SBA guidance:

- Completed SBA PPP application (Form 2483)
- Complete 2019 corporate tax returns and CPA compiled, reviewed or audited financial statements, if available.
- 2020 accountant or company prepared interim financial statement inclusive of a profit and loss statement and balance sheet **compared to the prior year for the same period.**
- Payroll expense verification documents to include
 1. IRS Quarterly 940, 941, and 944 payroll tax reports;
 2. Payroll Processing Reports (CARES Act Report) 2019 and YTD 2020 (to include a listing of compensation of an individual employee in excess of \$100,000 annual salary) with corresponding bank statement;
 3. If a Payroll Processing Report is not available, employee pay stubs for the covered period selected (8 to 24 weeks)
 4. Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, ect.).
- Self-employed individuals, independent contractors, and sole proprietors – 2019 Tax Returns including Schedule C, 1099 – Miscellaneous Forms and 2019 and YTD 2020 income and expenses;

For New Borrowers:

In addition to the document's listed above, please provide:

- Articles of Incorporation/Organization of each borrowing entity;
- By-Laws/Operating Agreement of each borrowing entity;
- Copies of driver's licenses of all owners/Guarantors/authorized signers;

BRB will not begin loan processing or submit any information to the SBA until we receive all items required in your checklist and receive approval from the SBA to begin processing applications.

This is not a commitment to lend. Approval is dependent upon SBA funding availability, a complete application, and satisfactory supporting documentation. Details subject to change pending SBA and regulatory updates.