

PPP REQUIRED DOCUMENTS

1. Borrower PPP Application (Form 2483 or 2483 SD).
 - a. SBA application Form 2483 is for First Draw loans (you have not received a PPP loan from any bank in the previous SBA loan offerings).
 - b. SBA application Form 2483 SD is for Second Draw loans (you have received a PPP loan from any bank previously and are eligible for another loan. Second Draw loans are subject to:
 - Have 300 or fewer employees
 - Have used or will use all of the proceeds from their First Draw PPP loan
 - Had a 25% reduction of Gross Receipts when comparing any quarter in 2020 to the same quarter in 2019
2. Two pieces of current unexpired identification (one piece must be a photo identification – copy of the front and back). Second piece may be a credit card, passport, etc.
3. Three consecutive months of current bank statements (all pages of the statement) for the borrowing entity
4. Copy of voided check for the borrowing entity
5. Payroll documents (only one form of payroll document is required and may be for 2019 or 2020) –
 - a. Annual 940 form
 - b. Quarterly 941 forms (4 quarters)
 - c. Schedule C – Sole Proprietor
 - d. 1065 K-1 form for Partnerships
 - e. 1099 form for Independent Contractors
 - f. Private payroll forms (provided by payroll companies such as ADP, TriNet, Paycom, etc.)
 - g. Letter from Borrower's accountant
6. Secretary of State Good Standing Certificate (Screenshot of the website search is acceptable) (https://www.dos.ny.gov/corps/bus_entity_search.html)
7. Quarterly financial statement (Income statement only – management prepared excel or Quickbooks is acceptable. Same quarter for each year is needed – i.e., 2019 Q1) – **2019 AND** Quarterly financial statement (Income statement only – management prepared excel or Quickbooks is acceptable. Same quarter for each year is needed – i.e., 2020 Q1) – **2020**

OR 2019 AND 2020 BORROWER TAX RETURNS (First couple of pages)

ONLY NEEDED FOR PPP SECOND DRAW LOANS OVER \$150,000

8. If Borrower has **500 or more employees**, Borrower needs to provide the last two fiscal years of tax returns including Balance Statements and/or FYE financial statements including Balance Statements

ONLY NEEDED FOR PPP FIRST DRAW LOANS