

Clearinghouse CDFI Paycheck Protection Loan Program

Borrower Checklist:

Documents Required for Submission:

If this will be your first time receiving a PPP Loan, please submit all items on this checklist as applicable.

If this will be your 2nd draw loan, please see the PPP 2nd Draw Application Checklist

Failure to submit a complete application package will delay the reservation of funds for your loan so please submit **all** items below as applicable to your organization with your initial submission. Funds will run out quickly. Priority will be given to complete applications.

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:

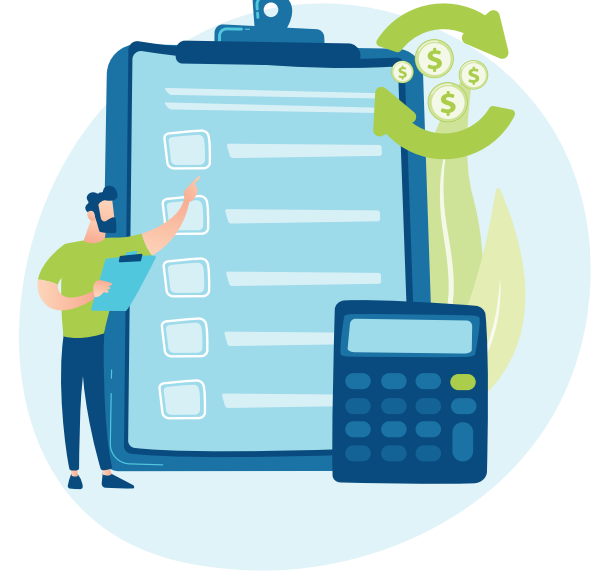
- Completed Application Form (SBA Form 2483):** *Please make sure you have signed and initialed all certifications on the form before you submit.*
- Signed form W-9.**
- Voided check from the bank account where you would like funds sent.**
 - If the address on the void check does not match the address on the application, please provide a bank statement.
 - If the physical address of your bank is not on the void check, we will need that as well. *Local branch is fine. You can include this in the text of your email submission.*
- Copy of unexpired drivers license for all owners with more than 20% interest in the company.**
- If the license is expired, we can accept an unexpired passport.*
- Loan Amount Calculator** – form attached.
- PPP Impact Survey** – form attached.

PROVIDE PAYROLL DOCUMENTS AS APPLICABLE TO YOUR ORGANIZATION TYPE OUTLINED BELOW:

Corporations, LLCs, Sole Proprietors and Partnerships with multiple employees and payroll:

You can use 2019 or 2020 payroll to calculate your loan amount. Please submit the following to support your calculation:

- 2019 or 2020 quarterly tax filings (form 941 or other tax forms containing similar information).
- 2019 or 2020 state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever you used to calculate loan amount), or equivalent payroll processor records, along with evidence of health insurance contributions.
- A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish you were in operation on February 15, 2020.



- All other applicants who file a Schedule C:**
 - 2019 or 2020 Schedule C. If you haven't filed 2020 yet, you will need to fill one out for this loan application. If you fill out a new 2020 Schedule C, it must match the Schedule C you end up filing with the IRS or your forgiveness amount will be reduced.
 - IRS form 1099-MISC Detailing nonemployee compensation received (if applicable).
 - Invoice, bank statement, or book of record that establishes you are self-employed.
 - 2020 invoice, bank statement or book of record to establish you were in operation on or around February 15, 2020.

- Partnerships with no payroll:**
 - 2019 or 2020 IRS form 1065 (including K-1s)
 - Invoice, bank statement or book of record establishing the partnership was in operation on February 15, 2020.

PROVIDE ENTITY ORGANIZATIONAL DOCUMENTS AS APPLICABLE TO YOUR ORGANIZATION TYPE OUTLINED BELOW:

Clearinghouse CDFI will verify that your business is in good standing with the applicable jurisdiction, so please make sure your business is in good standing and that you have paid all annual filing fees.

- Corporations:**
 - Articles of Incorporation, Bylaws, Annual Report or Statement of Information filed with the Secretary of State, Corporate Resolution (form attached).

- LLCs:**
 - Articles of Organization, Operating Agreement, Annual Report or Statement of Information filed with the Secretary of State, Corporate Resolution (form attached).

- Partnerships:**
 - Articles of Organization, Operating/Partnership Agreement, Annual Report or Statement of Information filed with the Secretary of State, Corporate Resolution (form attached).

- Fictitious Business Names:**
 - If you operate under a fictitious business name, please provide a copy of your FBN Statement filed with the County or applicable jurisdiction.