

# Clearinghouse CDFI Paycheck Protection Loan Program



## Borrower Checklist:

Applications can be emailed to [pppinquiry@ccdfi.com](mailto:pppinquiry@ccdfi.com).  
We do not have an online application portal.

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

### **If this will be your 1<sup>st</sup> draw loan, please see the PPP 1<sup>st</sup> 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-SD):** Please make sure you have signed and initialed all certifications on the form before you submit.
- 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.*
- Loan Amount Calculator** – form attached.
- PPP Impact Survey** – form attached.
- Documentation sufficient to establish a 25% reduction in revenue by comparing one quarter of 2019 to the corresponding quarter in 2020:** If your loan amount is \$150,000 or less, you do not have to provide this information upon application. However, you will be required to submit it with your forgiveness application. **We recommend submitting it up front so we can verify that you qualify.**
  - Quarterly financial statements, or
  - Bank statements, or
  - Annual Tax returns (if you are using the full year instead of one quarter)

**PROVIDE PAYROLL DOCUMENTS AS APPLICABLE TO YOUR ORGANIZATION TYPE OUTLINED BELOW: If your first PPP Loan was through Clearinghouse CDFI and you are using the same time period to calculate your payroll costs, you do not have to submit any additional payroll documentation.**

#### **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: If your first PPP Loan was through Clearinghouse CDFI and you have made no changes to these documents since your original application, you do not have to submit the documents outlined below a second time.**

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 before you apply to avoid delays in processing your application.

**All Entities**

- Copy of unexpired driver's license for all owners with more than 20% interest in the company. *If the license is expired, we can accept an unexpired passport.*
- Signed form W-9.

**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.