

# Required Forms for PPP Loans (Paycheck Protection Program)

Please use this guide to determine the best documentation to provide for each step.

## Do you have employees?

Yes

No,  
or limited

No

## Business Type or Legal Entity

C-Corp, S-Corp, LLC,  
Partnership, Not for Profit,  
Veteran Organization,  
Tribal Organization

Sole Proprietor,  
Self Employed

Independent Contractor

## Required Payroll Verification Documents for 1<sup>st</sup> or 2<sup>nd</sup> SBA PPP Loan: (2019 or 2020 is appropriate)

IRS 941's, IRS 940's, W3  
Cares Act Report from  
payroll provider, Year-end  
payroll report from payroll  
provider. Partnership needs  
to provide K-1's for the  
payroll year documented.

Personal Tax Return  
Schedule C

1099

## February 15, 2020 Payroll Verification Documents for 1<sup>st</sup> or 2<sup>nd</sup> SBA PPP Loan:

IRS 941's for First Quarter  
2020, Cares Act Report from  
Payroll Provider for First  
Quarter 2020.

Bank statement that  
includes business name  
and transactions for  
2/15/2020

Bank statement for  
2/15/2020

*\* If your loan amount is over \$150,000 and this is your 2nd SBA PPP loan, please also provide:*

Evidence business revenues decreased by 25% from 2019 to 2020. If using a quarterly comparison, the same quarter will need to be used for 2019 and 2020. If annual revenues, a 2019 revenue report and a 2020 revenue report must be provided. (Profit and loss statements, tax returns, or CPA Cares Act Reports are acceptable).

*\*\*If you have a seasonal or new business, please indicate the number of months you operated in 2019 and 2020.*