

## **2021 SBA PPP Application Required Documents Guide For First Draw and Second Draw Loans**

*This document provides detail on all supporting documentation required to be submitted with your PPP application.*

### **For Applicants with employees:**

- **PPP Loan Calculation Worksheet** – complete this worksheet. Additional required documentation is then based on the items that are included to calculate payroll costs, as follows:
- **Employee Payroll Documentation** substantiating payroll included in your loan request using one of the following documents from 2019 **or** 2020:
  - Payroll Summary Report for the applicable 12 month period ending 12/31 which shows the gross wages for each employee (PTO, Vacation, etc. may be included in gross wages). Records produced by acceptable payroll providers such as ADP, Paycom, SAP, Ceridian, Intuit/Quickbooks, Paylocity, Paychex, etc.
  - Tax Form 941 (for all 4 quarters)
  - Tax Form 940
- **Additional Employee Payroll Cost Documentation (if used to calculate payroll costs)**
  - Group Health Insurance Statements that show the employer contribution (if applicable)
  - Retirement Benefit Statements that show the employer contribution (if applicable)
  - State Quarterly Unemployment Forms - all 4 quarters (if applicable)
- **Documentation Required to verify operations on February 15, 2020**
  - Payroll record or other document that shows the business was in operation on 02/15/2020

### **For Independent Contractor, Self Employed, Farmer, or Partnership – documentation of Owner Compensation:**

- **Self Employed/Sole-Proprietor:** 2019 or 2020 Tax form 1040 Schedule C
- **Farmer:** 2019 or 2020 Tax Form 1040 Schedule F and Schedule 1
- **Independent Contractor:** 2019 or 2020 Tax Form 1099-MISC
- **Partnerships:** 2019 or 2020 Tax Form 1065 **AND** at least one Schedule K-1

#### **IF NONE OF THE ABOVE ARE AVAILABLE:**

- Bank Statements showing the compensation  
**AND**
- A 2020 invoice, bank statement, or other document that shows the business was in operation on 02/15/2020

### **Additional Required Documentation for Second Draw Loans:**

- **Documentation of Reduction in Gross Receipts of at least 25%:**
  - Quarterly financial statements for the entity. If the financial statements are not a CPA Audit, the Applicant must sign and date the first page of the financial statement and initial all other pages attesting to their accuracy.  
**OR**
  - Quarterly or monthly bank statements for the entity showing deposits from the relevant quarters. The Applicant must identify which deposits listed on the bank statement constitute gross receipts.  
**OR**
  - Annual IRS income tax filings of the entity (required if using an annual reference period).