



U.S. SBA Paycheck Protection Program Loans (PPP)

Tentative Document Requirements

PPP Application SBA Form 2483:

<https://www.sba.gov/sites/default/files/2020-04/PPP%20Borrower%20Application%20Form.pdf>

Small Businesses:

S-Corporation and Corporation

- 1-2 Years (Most Recent) 1120s/ 1120 Federal Business Tax Returns
- IRS W-3 Transmittal of Wage Tax Statements 2019
- IRS Form 940 Employer's Annual Federal Unemployment Tax Return
- IRS Form 941 Employers' Quarterly Federal Tax Return
- Ohio IT 3 Transmittal of W-2
- Ohio IT 501 Employer's Payment of Ohio Tax Withheld 2019
- Ohio IT 941 Ohio Employer's Annual Reconciliation of Income Tax Withheld 2019
- Ohio IT 942 Ohio Quarterly Reconciliation 1st Qtr.2020
- Ohio Form IT-11 Employer's Quarterly Return of City Tax Withheld
- IRS Form 1099-NEC, Nonemployee Compensation
- Other Payroll Costs- Employee Vacation, Parental, Family, Medical and sick leave
- Breakdown of Employee Benefits (Medical, Dental, Vision, Life, Retirement, Employer Paid Deductibles)
- Articles of Incorporation/ Organization
- Corporate Resolution to Incur Debt
- Schedule of Business Debt
- Monthly Operating Expenses
- Documentation of SBA Bridge Loan or EIDL Loan
- Business Liability Insurance

Self-Employed:

Sole Proprietor, Independent Contractor, Member of a Partnership (Trade or Business), Part-Time Business and a Limited Liability (Non-S-Corp. Filing Status)

Sole Proprietor, Limited Liability Company and Partnerships- No Employees

- 1-2 Years (Most Recent) Personal Tax Returns with Schedule C
- 2019 YTD Profit and Loss, 1st Quarter Profit and Loss 2020
- IRS Form 1040 ES Estimated Tax for Individuals
- Ohio IT 1040ES Estimated Ohio Income Tax
- Copies of Cancelled Checks for Owner's Draw
- IRS Form 1099-NEC
- LLC- Operating Agreement
- Business Liability Insurance
- Partnerships-IRS Form 1065 U.S. Returns of Partnership Income
- Partnerships-Partnership Agreement
- Schedule of Business Debt
- Monthly Operating Expenses
- Documentation of SBA Bridge Loan or EIDL Loan



Additional Documents:

Sole Proprietor, Limited Liability Company and Partnership - with Employees

- IRS W-3 Transmittal of Wage Tax Statements 2019
- IRS Form 941 Employers' Quarterly Federal Tax Return
- Ohio IT 3 Transmittal of W-2
- Ohio IT 501 Employer's Payment of Ohio Tax Withheld 2019
- Ohio IT 941 Ohio Employer's Annual Reconciliation of Income Tax Withheld 2019
- Ohio IT 942 Ohio Quarterly Reconciliation 1st Qtr.2020
- Form IT-11 Employer's Quarterly Return of City Tax Withheld
- Partnership- IRS Form 1065 U.S. Returns of Partnership Income
- Partnerships- Partnership Agreement
- Other Payroll Costs- Employee Vacation, Parental, Family, Medical and sick leave

Independent Contractor

- 1-2 Years (Most Recent) Personal Tax Returns with Schedule C
- 2019 YTD Profit and Loss, 1st Quarter Profit and Loss 2020
- IRS Form 1040 ES Estimated Tax for Individuals
- Ohio IT 1040ES Estimated Ohio Income Tax
- 1099 Statements for 2019
- Invoices/Receipts of YTD Income for 1st Quarter of 2020

Additional Documents for Non-Profits

- IRS 990N, 990 or 990EZ
- IRS Tax Exempt Status