



SBA Paycheck Protection Program Financing Checklist

1. Borrowers must provide the following documentation if they are Self Employed and file a Form 1040, Schedule C with no employees:

- SBA PPP Application Form 2483
- Schedule C from your 2019 Form 1040 – Note the maximum amount of your loan will be line 31, net income, divided by 12, times 2.5
- Forms 1099-MISC for independent contractors to substantiate income shown in box 7
- Bank statement from February and/or March sufficient to demonstrate the business was in operation 2/15/2020
- Estimated amounts you will be spending over the next 8 weeks on the following items directly for your business:
 - Utilities
 - Mortgage interest payments on any business obligation on real or personal property (things like an auto loan, warehouse for storage, etc.)
 - Business rent payments

2. Additional documents needed for application:

- Organization documents such as Operating Agreement/By-Laws/Articles of Incorporation with the business opening date, Business License, EIN supporting document that should include the date you began your business
- Ownership with 20% or more and the controlling party current ID

Additional items may be required depending on your loan request. Reference the U.S. Chamber of Commerce Coronavirus Emergency Loans Small Business Guide and Checklist for additional information as well as the Small Business Administration Interim Final Rule on the matter.