



## PAYCHECK PROTECTION PROGRAM (PPP) DOCUMENTATION CHECKLIST

### PAYCHECK PROTECTION PROGRAM APPLICATION (SBA FORM 2483)

- Signed and Date by all 20% owners

### COMPANY FINANCIAL INFORMATION

- 2019 Quarterly IRS Form 941 (All Quarters)
- All 2019 W-3 (Transmittal of Wage and Tax Statement) and W-2's
  - WI - Form UCT-101
  - MN or Other State - Print out from state website
- Invoices, Payroll Reports or Third-Party Reports to document total employer cost of group healthcare benefits in 2019.
- Plan Administrator, Payroll Reports or Third-Party Reports to document total employer cost of retirement benefits.
  - Do not include any employee contributions to healthcare or retirement.
  - Do not include qualified sick and family leave wages for which a credit is allowed in the Families First Coronavirus Response Act.
  - Do not include any Federal Employment Taxes imposed or withheld.

### INFO REQUIRED FOR SOLE PROPRIETORSHIPS OR INDEPENDENT CONTRACTORS

- Report showing the sum of all payments of compensation to or net income of a sole proprietorship or independent contractor that is in the form of wages, commissions or net earnings from self-employment.

### SIGN AND DATE EACH DOCUMENT SUBMITTED WITH YOUR APPLICATION.