

Borrower Checklist for Paycheck Protection Program(PPP)

Average monthly payroll costs

Here's a guide on what may classify as payroll expenses:

- **Payroll costs include:** employee salary, wages and commissions; payment of cash tips; payment of vacation; parental, family, medical or sick leave; allowance for dismissal or separation; payment required for group health benefits (including insurance premiums); payment of retirement benefits; or payment of state or local tax assessed on employee compensation; and for sole proprietors or independent contractors, income or compensation not in excess of \$100,000 per employee.
- **Payroll costs exclude:** compensation of an individual person in excess of annual cash compensation (e.g., salary, commission, etc.) exceeds \$100,000 (when annualized); compensation to an employee whose principal residence is outside of the U.S.
- **Provide Your Calculation.** The borrower must “show their work” on how they calculated the requested loan amount, and retain the supporting documentation used to get to that figure. Borrower can utilize their own calculator or can find a calculator at <https://www.midwestbankcentre.com/ppploan>.

2019 Tax Forms (all four quarters of 2019, and Q1 '20 if available)

Provide copies of any documents you may have available, including:

- Acceptable Payroll Documents (listed in order of the SBA's seeming preference):
 - For businesses applying for a PPP Loan:
 - 941 Quarterly Tax Filings (2019, 2020 Q1)
 - 940 Federal Unemployment Tax Act
 - 944 Annual Tax Filings (2019)
 - Payroll Register for the previous 12 months
 - 12 months most recent bank statements
 - For 1099 Independent Contractors or self-employed individuals applying for a PPP loan:
 - IRS 1040 Schedule C
 - 1099s (under which you were paid)
 - Income and expense reports for 2019
 - For all applicants
 - Business account bank statements
 - Any other document that can prove your payroll expenses

Business information

- Your business's government issued SS-4 (EIN confirmation letter); or
- Your most recent business tax returns confirming your business name and TIN; or
- If you are a sole proprietor, your business name is the same as your first and last name and your TIN will be your Social Security number. Some sole proprietors may also register DBA (doing-business-as) names. If you have a DBA, you'll be asked to provide it in the application. Find out your business entity type by taking a look at your tax returns

Articles of Incorporation / Organization (must have the established date)

Verification of all owners of over 20%, as documented by:

- Bylaws or Operating Agreement that explicitly state current ownership percentages;
- 6 Digit NAICS Code
- Business Address including full 9-digit zip code

Copies of a government-issued ID for all individuals owning 20% or more of the business

- Require a government-issued ID such as a state-issued Driver's License plus one of a passport/credit card/insurance card

Proof of Active and Good Standing status of the business

Provide a screenshot or pdf file of the Secretary of State website showing your entity is both Active AND in Good Standing.

Note: Sole Proprietorships or General Partnerships (whether you have a DBA or not) may not need to register with the state, so the state cannot issue you a certificate of good standing.