Document Checklist: Everything You Need to Collect for Your Paycheck Protection Program Loan

The Paycheck Protection Program (PPP) authorizes $248 billion in forgivable loans to small businesses to pay their employees during the COVID-19 outbreak.

You will need to complete the Paycheck Protection Program loan application and submit the application with the required documentation to an approved lender. Click HERE for the application.

Once you complete the application, please collect the following documents while Womply connects you with an SBA-approved lender. Do not send these documents to Womply; you will give them to the lender. (Espanol)

- Need to merge PDFs into a single document? See HERE
  - No scanner? Use a mobile scanning tool like this.
- Read our master FAQ for PPP and EIDL: HERE (Espanol, Tagalog)
- Start your PPP Application: HERE
- Avoid common application mistakes: HERE
- Prepare supporting documents - Required Documents: READ HERE (en espanol)
- Learn about PPP loan forgiveness: HERE
- Running status updates for PPP applications: HERE
- View our recorded webinar: HERE
- See our webinar slides: HERE

All information below is current as of the April 6, 2020 Treasury guidance. We will update this information as more guidance becomes available.

All PPP loan applicants will need to provide:

- Drivers license for all business owners
- Tax returns (2019 an 2018, whichever filed last)
- Form 941
  - Form and instructions HERE
  - Ideally, please have Form 941 for the four quarters of 2019 and, if available, the first quarter of 2020.
  - If you work with a Professional Employer Organization (PEO) and do not have IRS Form 941, please have your latest payroll report from the PEO that covers 12 months of payroll.
- If you do not file an IRS form 941 please upload the annual [IRS 944](https://www.irs.gov) filing from 2019
- 1099 Misc
  - Form and instructions [HERE](https://www.irs.gov)
- Form 4506
  - What is Form 4506? [HERE](https://www.irs.gov)
- Schedule of Liabilities
  - SBA Form 2202 is for all liabilities that your company owes.
  - Form [HERE](https://www.sba.gov)
- The start date for your business
- NAICS code for the business applicant
  - Look up your NAICS code [HERE](https://www.irs.gov)
- Your bank account info, routing number, statements, and void check
- Payroll records for Jan 1, 2019 to present
  - Records should include individual employee headcount and any other eligible expenses deemed as payroll costs (as defined by the [SBA Final Rule](https://www.sba.gov))
- Proof of business activity in 2020
- Legal documents for your business (charter, state licenses)

**If your business has employees, you will likely need to provide:**

- 2019 IRS Form 940 for unemployment costs ([here](https://www.irs.gov))
- 2019 IRS Form 941 for quarterly salary, wages, commissions, and tips ([here](https://www.irs.gov))
- 2019 IRS Form 944 ([here](https://www.irs.gov))
- 2019 IRS Form 1099-MISC for any independent contractors that your business paid (not to exceed $100,000 for the year) ([here](https://www.irs.gov))
- 2019 IRS Form 1040-C if your business is a sole proprietorship (see more for sole proprietors below) ([here](https://www.irs.gov))
- 2019 IRS Form W-3 (not required, but recommended) ([here](https://www.irs.gov))
- Monthly payroll statements that will provide the following information
  - Salary, wages, commissions, or tips (not exceeding $100,000 annually for each employee)
  - Any costs for the separation or dismissal of employees
  - Any costs for vacation, parental, family, medical or sick leave
  - Any state & local taxes assessed on employee compensation

**If your business pays for health insurance or retirement for employees, you will also need to provide the following from 1099 or W2 forms:**

- All health insurance premiums paid by the business owner under a group health plan
- All retirement plan funding paid for by the business owner
If you are a sole proprietor or self-employed, you will likely need to provide:

- 2019 IRS Form 1099-MISC for any independent contractors paid, not to exceed $100,000 for the year (here)
- 2019 IRS Form 1040-C if your business is a sole proprietorship (here)

Couldn’t find an answer to your questions? See our full FAQ document for the PPP loan program here, or check here for detailed rules from the government.