

LLC (a company with more than one employee that has a payroll)

YOU HAVE W2 EMPLOYEES AND FILE 940/941s

HOW TO USE THIS FORM:

1 Determine your application type:

- * F (First Draw Loan Application)
- * SS (Second Draw Loan Application with the Same Lender and Base Period as First Round)
- * SN (Second Draw Loan Application with a Different Lender or Base Period as First Round)

2 Upload all documents in your corresponding column (unless the box has "X" in it). Form 101, Form 103, and Form 112 can be found on our website at PPP-apply.com.

ITEM ID	DOCUMENT NAME	DESCRIPTION	F	SS	SN	COMMENT
Form 101	Supplemental Borrower Information Form	Additional borrower information is required to process your application				
102	Government ID	Drivers license, US passport, or state-issued picture ID				
Form 103	Maximum Loan Calculation	Worksheet for to calculation Average Monthly Payroll and Loan Request Amount		X		
105	Entity Existence	Secretary of State issued		X		
109	Employee payroll ledger*	From payroll service provider or an internal report for base period		X		
Form 112	Consent form, optional	Consent form for a third party to have access to your files				
114	EIDL Loan Amount Documentation, if applicable	Paperwork from SBA showing loan amount		X		must have been received between Jan 31 - Ap 3, 2020
115	Quarterly form 941s and annual form 940* and W3/W2s	Federal employer quarterly and annual filings		X		
116	State Quarterly Unemployment Forms*	As filed with your state		X		
118	Employer contributions for health insurance*	Invoices from Insurance Provider		X		if applicable and included on Form 103
119	Employer contributions for employee retirement contributions*	Statement from Company managing retirement accounts		X		if applicable and included on Form 103
120	Evidence the business was operating on or around Feb. 15, 2020*	See special rules for seasonal businesses not operating on Feb 15, 2020		X		Other docs supplied may satisfy this requirement (for ex, Sch C, payroll statements)
121	Excess Compensation Schedule* if applicable	Schedule of total compensation of persons earning more than \$100,000 annually (\$8,333 per month)		X		Prorated for time of compensation for the base period. Provide supporting schedule

* A "CARES Report" from your payroll provider may satisfy this requirement