

BUSINESSES with ONE EMPLOYEE (the one employee is you)

INCLUDING SELF-EMPLOYED, SOLE PROPRIETOR, INDEPENDENT CONTRACTORS, and LLC with NO W-2 EMPLOYEES AND you file a Schedule C on your 1040 tax return

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 application				
102	Government ID	Driver's 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		
106	2019 Schedule C	As filed with IRS - if 2019 is base period		X		
107	2020 Schedule C	As filed with IRS - if 2020 is base period		X		If 2020 not yet filed, fill out and compute value
108	1099s, earnings register, or bank statements	To establish income referenced in 106 or 107 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
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, bank statements, invoices)
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