

# SELF-EMPLOYED with EMPLOYEES (you plus other employees you pay)

NOT FOR AN LLC, CORPORATION, OR PARTNERSHIP  
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
<b>Form 101</b>	Supplemental Borrower Information Form	Additional borrower information is required to process your application				
<b>102</b>	Government ID	Drivers license, US passport, or state-issued picture ID				
<b>Form 103</b>	Maximum Loan Calculation	Worksheet for to calculation Average Monthly Payroll and Loan Request Amount		X		
<b>106</b>	2019 Sch C	As filed with IRS - if 2019 is base period		X		
<b>107</b>	2020 Sch C	As filed with IRS - if 2020 is base period		X		If 2020 not yet filed, fill out and compute value
<b>108</b>	1099s, earnings register, or bank statements	To establish income referenced in 106 or 107 for base period		X		
<b>109</b>	Employee payroll ledger*	From payroll service provider or an internal report for base period		X		
<b>Form 112</b>	Consent form, optional	Consent form for a third party to have access to your files				
<b>114</b>	EIDL Loan Amount Documentation, if applicable	Paperwork from SBA showing loan amount		X		must have been received between Jan 31 - Ap 3, 2020
<b>115</b>	Quarterly form 941s and annual form 940* and W3/W2s	Federal employer quarterly and annual filings		X		
<b>116</b>	State Quarterly Unemployment Forms*	As filed with your state		X		
<b>118</b>	Employer contributions for health insurance*	Invoices from Insurance Provider		X		if applicable and included on Form 103
<b>119</b>	Employer contributions for employee retirement contributions*	Statement from Company managing retirement accounts		X		if applicable and included on Form 103
<b>120</b>	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)
<b>121</b>	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