

Paycheck Protection Program (PPP) Small Business Administration Loan Application Required Document Check List

Submit supporting documentation of your payroll costs for the **calendar year 2019** to establish maximum loan amount eligibility. Your payroll provider may be of assistance in collecting what you need. Supporting documentation may include documents such as:

- Show calculation for “average monthly payroll”
- Full year IRS payroll tax filings (e.g., 940, 941) for 2019
- PA UC Forms for 2019 (if applicable)
- If self-employed, proof of self-employment income (i.e. Schedule C)
- Full year health insurance premium expenses (required if group healthcare costs were included in average monthly payroll calculation)
- Full year retirement plan expenses (required if payments into retirement accounts were included in average monthly payroll calculation)
- Other full year supporting documentation (e.g., income and expense statements)

Submit documentation supporting your certification that, **as of or around February 15, 2020**, you had employees for whom you paid salaries and payroll taxes (or paid independent contractors), or you are an independent contractor. Please refer to the list provided above for examples of acceptable documentation.

Last updated April 10, 2020

