

DOCUMENTS NEEDED IF YOU DON'T BANK WITH US BUT RECEIVED A PRIOR PPP LOAN:

- Operating account must be opened before we can process your application
- Borrower Application - SBA Form 2483 dated 1/21 in bottom left corner
- Addendum A and B to the Application (if applicable)
- Excel Payroll Spreadsheet
- Payroll Report for week of 2/15/20
- 2019 Payroll Report
- W-3 for 2019
- 941 for all 4 quarters of 2019
- P&L for same quarter in 2020 and 2019 (or completed tax returns for 2020 and 2019)
- Borrower corporate documents (Articles of Incorporation, Operating Agreement, By-Laws)
- Individual Customer Questionnaire for each Owner with 20% Ownership or More
- Business Customer Questionnaire
- NGO Addendum (if Borrower is a non-profit entity)
- Amount of Draw 1 PPP Loan
- Draw 1 SBA Loan Number