

SBA Payroll Protection Program Preliminary Document Checklist

The application for the Payroll Protection Program has not yet been developed, and even the SBA requirements are still to be determined. However, we expect the requirements and documentation to be similar to existing SBA programs, and Pinnacle financial advisors are experienced with the typical SBA processes.

Based on the intent of the loan program and the help it will provide, we recommend you start collecting this information and documentation now so you will be ready to apply. When the application becomes available, this will help us take action immediately. If you need help collecting this information, reach out to your financial advisor. Depending on when you last worked with us, we may have some of it on file.

Needed to help you calculate the eligible loan amount:

- Payroll reports for 2019 and 2020 year to date showing the following broken down by employee and/or officers:
 - Gross wages
 - Paid time off
 - Paid vacation
 - Pay for family medical leave
 - State and local taxes (form 940, 941 or 944)
 - 1099s for independent contractors (if applicable)
- Completed 2019 tax return OR 2019 Profit and Loss Report and Balance Sheet
- Filed 2018 Business Tax Return
- Documentation showing:
 - Funds received in the form of an Economic Injury Disaster Loan since Jan. 31, 2020, if any
 - Payments for group health care benefits including premiums paid in 2019 to 2020 year to date
 - Payment of any retirement benefits paid in 2019 and 2020 year to date

Needed for verification of forgiveness amount:

- Quarterly IRS forms 940, 941 or 944 for the following dates:
 - March 31, 2019 and June 30, 2019
 - March 31, 2020 and June 30, 2020, when available
- Documentation in the form of canceled checks, payment receipts and bank statements showing payment of the following items from Feb. 15, 2020 to June 30, 2020:
 - Mortgage Interest
 - Rent payments
 - Utilities