



PAYCHECK PROTECTION PROGRAM DOCUMENTATION CHECKLIST

To apply, please provide the following documentation:

- **SBA PPP Application Form 2438**
- **Copy of Applicant's Current Business Registry Filing in Oregon**
- **Applicant's NAICS Code (lookup at: www.naics.com/search)**
- **Copy of Drivers Licenses for all Business Applicant Owners with \geq 20% ownership (front and back)**
- **Applicant's bank statement from February and/or March sufficient to prove the business was in operation on February 15, 2020**
- **Applicant's 2019 IRS Form 1040 Schedule C and/or Schedule F if applicable (print off forms at: www.irs.gov)**
- **Applicant's 2019 IRS Form 1099-MISC, if applicable**
- **Applicant's 2019 IRS Form 941 (all 4 quarters), if applicable**
- **Applicant's 2019 IRS Form 940, 943 or 944 (annual), if applicable**
- **2019 Detailed Payroll Report reflecting the following information:**
 - ***Gross wages for each employee, including officer(s) if paid W-2 wages**
 - ***Paid time off for each employee**
 - ***Vacation pay for each employee**
 - ***Family medical leave for each employee**
 - ***State and local taxes assessed on an employee's compensation**
 - ***Employer-paid health insurance and retirement contributions**

~Please circle all figures on documentation used to calculate loan request~