

What documents do I need for my Paycheck Protection Program loan application?

Note: When you submit documents, be sure to upload just one document at a time.

If your business is any of the following:
Corporation, Professional Corporation, General Partnership, LLC, Nonprofit

<p>All businesses of this type should provide the following</p>	<ul style="list-style-type: none"> • Color copy of government issued ID (front and back) • Organizational Documents* • 2019 IRS Form W-3 • 2019 IRS Form 940
<p>If you have employees outside the US If you have employees making over \$100,000</p>	<p>W-2s for employees living abroad W-2s for employees making over \$100K</p>

*Examples of Organizational Documents include: Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation or Articles of Information

If your business is any of the following:
Sole Proprietorship, Independent Contractor, Self-employed, Single member LLC

<p>All businesses of this type should provide the following</p>	<p>If you have employees</p> <ul style="list-style-type: none"> • Color copy of government issued ID (front and back) • 2019 1040 Schedule C** • 2019 IRS Form W-3 • 2019 IRS Form 940 • W2s for any employees earning more than \$100,000 • Payroll statement covering 2/15/2020 	<p>If you do not have employees</p> <ul style="list-style-type: none"> • Color copy of government issued ID (front and back) • 2019 1040 Schedule C** • Substantiation of self employment <ul style="list-style-type: none"> ◦ 1099-MISC for Independent Contractors • 2020 invoice, bank statement or book of record to establish you were operating effective 2/15/2020
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**If you have not completed 1040 Schedule C for 2019, fill it out and compute the value for line 31. We cannot accept this form for previous years. If line 31 on the 1040 Schedule C is less than \$2,400, your business is not eligible for a PPP loan.

