

## Application

- SBA Form 2483
  - Page 2 certifications complete and signed by an officer as a representative of the applicant business
  - Eligible Loan Amount Calculations
- Legible copies of the front and back of government issued photo ID of the officer that is acting as a representative of the applicant business.
- If the applicant business received an Economic Injury Disaster Loan, documentation for the amount of the loan and any portion of it that was advanced ahead of the loan is required.

## Business Documents

- Reg B Form
- CIP for existing clients
- Certificate of Beneficial Ownership Form
- Entity Documents for applicant business
  - Sole proprietorship: Business license
  - Corporation: Articles of Incorporation and Bylaws
  - LLC: Certificate of Formation and Operating Agreement
- Authorization to Release Information document, executed by a representative of the applicant business

## Financials Required

*Unless otherwise indicated, all financials required are for the prior year (2019) and any available documents for 2020.*

- Copy of Page 1 of the most current year business tax return or Schedule C
- Copies of payroll tax reports filed with the IRS, State, or local government:
  - Form 940
  - Form 941
  - State income tax reports
  - Unemployment tax filing reports
  - 1099's issued to independent contractors
- Documentation regarding payroll costs
  - Internal payroll reports (e. g. from a payroll vendor) for each pay period for the preceding 12 months that documents the following:
    - Gross wages, including Paid Time Off
    - The total number of employees
    - Identifies the number of employees, if any, that receive annual compensation (exclusive of benefits) in excess of \$100,000.
- Documentation reflecting health insurance premiums paid by the applicant business
  - This could include internal payroll reports, invoices, or Profit & Loss Statements.
- Documentation of all retirement plan funding
  - This could include schedules and remittances, or from the Profit & Loss Statements
- Schedule E (pages 1 and 2) for all individuals that own 20% or more of the of the applicant business
  - Note: a determination for affiliated businesses in required. If there are any companies shown on Page 2 of the Schedule E, please provide the number of employees for each business.