

Should you have any questions regarding any document listed below you will need to contact your legal counsel, CPA, or other financial advisor for assistance. Additional documents may be requested.

DOCUMENTATION CHECKLIST:

Corporations, Partnerships, Limited Liability Companies

- 2019 Annual Payroll Report by Employee*
- 2/15/20 Payroll Report by Employee (or closest date to)
- Listing of any employees whose principal place of residence is not in the U.S. and 2019 payroll by employee
- 2019 Form 940
- Form 941s for 2019 and Q1 2020, if available
- 2019 and most recent State and Local Payroll Tax filings
- Most recent Federal Tax Return filed (or Form 990 for eligible tax-exempt organizations)
- 2019 Report of Employee Benefits Expenses (healthcare and retirement)
- Economic Injury Disaster Loan Promissory Note
- *W-2s may be submitted if report is not available, and total # of employees is less than 10.

DOCUMENTATION CHECKLIST:

Sole Proprietorships

- 2019 Annual Payroll Report by Employee*
- 2/15/20 Payroll Report by Employee (or closest date to)
- Listing of any employees whose principal place of residence is not in the U.S. and 2019 payroll by employee
- 2019 Form 940
- Form 941s for 2019 and Q1 2020, if available
- 2019 and most recent State and Local Payroll Tax filings
- Most recent Form 1040 filed with Schedule C
- Form 1099-MISC
- 2019 Report of Employee Benefits Expenses (healthcare and retirement)
- Economic Injury Disaster Loan Promissory Note
- *W-2s may be submitted if report is not available, and total # of employees is less than 10.