**Paycheck Protection Program**

**First Draw Loans**

**Checklist for Form 2483**

|  |  |
| --- | --- |
| checked checkbox | **Identification Forms**   * Scan or Photograph of an ID for all owners (Driver’s License, State ID or Passport are acceptable) |
| checked checkbox | **Articles of Organization**(Not necessary for Sole Proprietors or Independent Contractors)   * Organizational Documents – Articles of Incorporation, Operating Agreement, Corporate By Laws, etc. |
| checked checkbox | **Tax Returns**   * Quarterly payroll tax fillings – 941s and State quarterly wage unemployment insurance tax reporting forms (UC-2 form in the State of Pennsylvania) for each quarter in 2019 or 2020 (whichever is used to calculate loan amount), or equivalent payroll processor records |
| checked checkbox | **Business Licenses**(Not necessary for Sole Proprietors or Independent Contractors)   * Business License that shows operation on February 15, 2020 |
| checked checkbox | **Revenue Documents**   * Proof the business was in operation prior to February 15, 2020 – this could include a copy of an invoice, Bank Statement, payroll statement or similar documentation |
| checked checkbox | **Payroll Documents**   * Payroll report listing all employees and compensation for 2019 or 2020. The report must be broken down by Regular Compensation including cash tips or equivalent, payment of any retirement benefits, payment of State or local tax assessed on the compensation of employee, payments of other employee’s benefits (ex. Disability, group life insurance etc.) * Copy of invoices of healthcare benefits including dental insurance * Copy of 2019 or 2020 W-2s for all employees * [For Sole Proprietors or Independent Contractors only] Copy of filed 2019 or 2020 Schedule C |