**Paycheck Protection Program**

**Second Draw Loans**

**Checklist for Form 2483SD**

|  |  |
| --- | --- |
| 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
* Proof of Revenue Reduction of at least 25%
	+ Copy of Financial statement for the same quarter of 2019 and 2020 reflecting the 25% reduction. For example: Gross revenues in quarter 3 of 2019 ($100,000) vs Gross Revenues of quarter 3 of 2020 ($70,000) results in revenue reduction of 30%.

  **OR:*** + Copy of full Fiscal Year End 2019 and 2020 financial statement or income tax return reflecting a reduction of at least 25%
 |
| 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
 |

\*\*\*Please review the Second Draw Eligibility to understand the 25% revenue loss and other changes to the program. Please understand many of the documents submitted in the first round will be required to be submit again with your new request. This will greatly speed up the process of your submission and approval\*\*\*.