

# DOCUMENT CHECKLIST

## PAYCHECK PROTECTION PROGRAM (PPP) 2020 SMALL BUSINESS ADMINISTRATION LOAN APPLICATION

At State Bank of Lizton we stand ready to help our customers complete the PPP application process. It is important to gather information for your loan application.

**Below is a list of information we will need to process your application:**

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports for all of 2019 and 2020 year-to-date (ending on your most recent payroll date), which will show the following information:
  - Gross wages for each employee, including officer(s) if paid W-2 wages.
  - Paid time off for each employee
  - Vacation pay for each employee
  - Family medical leave pay for each employee
  - State and local taxes assessed on an employee's compensation
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
- Include all employees and the company owners
- Document the sum of all retirement plan funding that was paid by the company owner(s) (do not include funding that came from employees out of their paycheck deferrals).
  - Include all employees and the company owners
  - Include 401K plans, Simple IRA, SEP IRA's

**In addition, we: need the following items:**

- 2019 year-end balance sheet and Profit/Loss (P&L) statement
- Year to date through 2-29-20 balance sheet and P&L with like year comparison from 2019
- Calculation worksheet showing how you arrived at the loan requested dollar amount.
- The addendum on the next page.

**Please submit the addendum (page 2) with your other application documents.**

We appreciate your business and your patience as we work to get our customers serviced as quickly as possible.

## Addendum to the PPP Application

**Please complete the information below also to assure acceptance by the SBA of your loan application. Please circle or enter the correct response:**

- Do you have a prior SBA loan: \_\_\_\_\_ Yes or No
- Date business established: \_\_\_\_\_ Franchise: Yes or No
- # of current employees: \_\_\_\_\_ # of Jobs Created: \_\_\_\_\_ # of Jobs Retained: \_\_\_\_\_
- For each owner: US Citizenship: Yes or No Veteran: Yes or No Gender: M or F
- Second owner: US Citizenship: Yes or No Veteran: Yes or No Gender: M or F
- Ethnicity: circle one for each owner

<ul style="list-style-type: none"> <li>➤ For first owner:             <ul style="list-style-type: none"> <li><input type="radio"/> American Indian or Alaska Native</li> <li><input type="radio"/> Black of African American</li> <li><input type="radio"/> Native Hawaiian or Other Pacific Islander</li> <li><input type="radio"/> Asian</li> <li><input type="radio"/> White</li> <li><input type="radio"/> Unanswered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ For second owner:             <ul style="list-style-type: none"> <li><input type="radio"/> American Indian or Alaska Native</li> <li><input type="radio"/> Black of African American</li> <li><input type="radio"/> Native Hawaiian or Other Pacific Islander</li> <li><input type="radio"/> Asian</li> <li><input type="radio"/> White</li> <li><input type="radio"/> Unanswered</li> </ul> </li> </ul>
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**General SBA questions:**

- Has an owner or any business owned or controlled by an owner ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan? (including student loans) Yes or No
- Is the Small Business Applicant debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency? Yes or No
- Are any of the Small Business Applicant's revenues derived from gambling, loan packaging, or from the sale of products or services, or the presentation of any depiction, displays or live performances, of a prurient sexual nature? Yes or No
- Is any SBA employee or the household member of an SBA employee; a sole proprietor, partner, officer, director, or stockholder with a 10 percent or more interest, of the Applicant? Yes or No
- Is a former SBA employee, who has been separated from SBA for less than one year prior to the request for financial assistance; an employee, owner, partner, attorney, agent, owner of stock, officer, director, creditor or debtor of the Applicant? Yes or No
- Is a member of Congress, or an appointed official or employee of the legislative or judicial branch of the Federal Government; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or household member of such individual, of the Applicant? Yes or No
- Is any Government employee having a grade of at least G5-13 or higher or a household member of such individual; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, of the Applicant? Yes or No
- Is any member or employee of a Small Business Advisory Council or a SCORE volunteer; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or a household member of such an individual, of the Applicant? Yes or No

