

SBA is collecting the requested information in order to make a loan under [SBA Paycheck Protection Program \(PPP\)](#) to the qualified entities impacted by the Coronavirus (COVID-19). The information will be used in determining whether the applicant is eligible for a loan.

If you wish to begin preparing your application, we suggest you gather the information below.

Who can apply for the SBA Paycheck Protection Program:

- Any small business with less than 500 employees (including sole proprietorships, independent contractors and self-employed persons), private non-profit organization or 501(c)(19) veterans organizations affected by coronavirus/COVID-19.
- Businesses in certain industries may have more than 500 employees if they meet the [SBA's size standards](#) for those industries.
- Small businesses in the hospitality and food industry with more than one location could also be eligible if their individual locations employ less than 500 workers.

SBA Paycheck Protection Program Document Check List

Type of Business	Documents Needed	
<i>Sole Proprietorship</i>	Trade Name Certificate from the Secretary of State documenting your DBA	<input type="checkbox"/>
<i>Corporation / C-Corporation / S-Corporation</i>	Articles or Certificate of Incorporation (with any amendments), any By-Laws, Certificate of Good Standing (or equivalent), Corporate Borrowing Resolution, and if a foreign corporation, current authority to do business within this state	<input type="checkbox"/>
<i>Limited Liability Company (LLC)</i>	Articles of Organization (with amendments), Fact Statement or Certificate of Existence, Operating Agreement, Borrowing Resolution, and evidence of registration with the appropriate authority	<input type="checkbox"/>
<i>General Partnership (GP)</i>	Partnership Agreement, Certificate as to Partners, and Certificate of Partnership or Good Standing (or equivalent), as application.	<input type="checkbox"/>
<i>Limited Partnership (LP)</i>	Partnership Agreement, Certificate as to Partners, and Certificate of Partnership or Good Standing (or equivalent), as application, Certificate of Limited Partnership, and evidence of registration with the appropriate authority.	<input type="checkbox"/>
<i>Limited Liability Partnership (LLP)</i>	Partnership Agreement, Certificate as to Partners, and Certificate of Partnership or Good Standing (or equivalent), as application, and evidence of registration with the appropriate authority.	<input type="checkbox"/>
<i>Trust</i>		<input type="checkbox"/>
Documents	2019 Income Statement by Month OR 2019 Federal Tax Return	<input type="checkbox"/>
Documents	January & February 2020 Income Statement by Month	<input type="checkbox"/>
Documents	Most Recent IRS Quarterly 940, 941 or 944 payroll tax reports	<input type="checkbox"/>
Documents	Last 12 months of Payroll Reports beginning with your last payroll date and going backwards 12 months. Payroll report must show the following for the time period above:	<input type="checkbox"/>
	<i>a. Gross wages for each employee, including the officer(s) if paid W-2 wages;</i>	<input type="checkbox"/>
	<i>b. Paid time off for each employee;</i>	<input type="checkbox"/>
	<i>c. Vacation pay for each employee;</i>	<input type="checkbox"/>
	<i>d. Family medical leave pay for each employee;</i>	<input type="checkbox"/>
	<i>e. State and local taxes assessed on the employee's compensation for each employee</i>	<input type="checkbox"/>
Documents	1099's for 2019 for independent contractors that would otherwise be an employee of your business DO NOT INCLUDE 1099'S FOR SERVICES	<input type="checkbox"/>
Documents	Documentation showing total of all health insurance premiums paid by the Company Owner under a group health plan. INCLUDE ALL EMPLOYEES AND THE COMPANY OWNERS	<input type="checkbox"/>
Documents	Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out-of-pocket deferrals.)	<input type="checkbox"/>
	<i>a. Include all employees, including Company Owners</i>	<input type="checkbox"/>
	<i>b. 401K plans, Simple IRA, SEP IRA's</i>	<input type="checkbox"/>
Documents	Borrower's Signers Driver's License	<input type="checkbox"/>

By submitting your application through FLCBank, seeking benefits under the Paycheck Protection Program of the CARES Act, you understand and acknowledge that FLCBank does not guarantee or provide any assurance, contract or promise that you will be deemed as an eligible entity thereunder, nor does your submission of an application require or obligate FLCBank to accept, process, forward or submit your application to the SBA for benefits or loans offered by and through the Paycheck Protection Program. Due to the limited amount of money and high demand, there is no guarantee that this money will be made available to all that apply. The amount that may be forgiven is limited and subject to certain requirements; make sure you follow the final guidance provided by the SBA. Due to high demand, it is also important to make sure you provide all information necessary for a complete application.