

CARES ACT

PAYROLL PROTECTION PROGRAM BORROWER CHECKLIST*

DOCUMENTS TO SUBMIT TO YOUR BANKER

- Completed SBA Application [Click to Download](#)
- Paycheck Protection Loan Estimator - *Check with your Profinium Banker*

DOCUMENTS TO HAVE READY

- Articles of incorporation/organization
- By-laws/operating agreement
- Copies of payroll tax reports filed with the IRS
 - Including Forms 941, 944, state income and unemployment tax filing reports for the entire year of 2019 and first quarter of 2020 (if available).
- Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO
 - Which might include vacation, sick, and other PTO. This includes payroll reports through the pay period preceding the origination of the SBA loan.
- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months.
- A detailed profit and loss statement for the year ended 2019 and YTD 2020



ADDITIONAL RESOURCE LINKS:

[U.S. Department of Treasury](#)

[Paycheck Protection Program Information Sheet for Borrowers](#)

ADDITIONAL LOAN OPPORTUNITIES:

[Small Business Emergency Loans \(Minnesota Department of Employment and Economic Development - DEED\)](#)

[Economic Injury Disaster Loan \(Directly through SBA\)](#)

*Subject to SBA guidelines changing



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