(PPP) Paycheck Protection Program – Application Checklist

1. SBA Borrower Application
2. MCDC Loan Amount Calculation Worksheet
3. Affiliation Form
4. Copy of Driver’s License or State Identification Equivalent
5. By-Laws and Articles of Organization
6. Form 940 or 941 Employers Annual and Tax Report Equivalent for 2019
7. 2019 W-2s for all employees or detailed Payroll Report
8. 2019 Quarterly State Unemployment Tax Returns
9. Transcripts or Documentation of all health insurance premiums you paid for employees, if applicable
10. Transcripts or Documentation of all retirement contributions you made for employees, if applicable
11. Franchise or License Agreement, if applicable

Please reach out to your Small Business Lender with questions or concerns

Tim Strasz (Lansing) – tstrasz@oppfund.org
Counties: All counties not listed below.

Kino Smith (Detroit) – ksmith@oppfund.org
Counties: Wayne, Oakland, Macomb, Washtenaw, and Monroe

Tyler Petersen (Grand Rapids) – tpetersen@oppfund.org
Counties: Kent, Ottawa, Allegan, Barry, Van Buren, Kalamazoo, Calhoun, Berrien, St. Joseph, Muskegon, Newaygo, Oceana, Ionia, and Mecosta