(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. Board Resolution
6. By-Laws and Articles of Organization
7. Form 940 or 941 Employers Annual and Tax Report Equivalent for 2019
8. 2019 W-2 or Payroll Report
9. Transcripts or Documentation of all health insurance premiums that are included in the payroll calculation, if applicable
10. Transcripts or Documentation of all retirement plan funding paid by the company, 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