(PPP) Paycheck Protection Program – Application Checklist (First Draw)

1. SBA Borrower Application
2. 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

Jennifer Dennis – jdennis@oppfund.org
Tyler Petersen – tpetersen@oppfund.org