



## SBA Paycheck Protection Program

### Required Documents

We know many small businesses in our communities have been impacted by the Coronavirus (COVID-19) and would like to apply for assistance through the SBA's Paycheck Protection Program. To help you keep track of the materials you'll need to complete your application package, we've created the below checklist.

#### Documentation needed for application:

- Completed *SBA CARES Calculation Sheet*
- IRS Form 940 for previous calendar year
- IRS Form 941 *for each quarter* for previous calendar year
- Copy of payroll register on or around February 15, 2020\*
- Completed *SBA Paycheck Protection Program Loan Application*
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months
- Documentation reflecting health insurance premiums paid by the company under a group health plan (including for owners of the company) for the immediately preceding 12 months

\*For purposes of calculating "Average Monthly Payroll," applicants should exclude costs over \$100,000 on an annualized basis for each employee. Applicant should provide with the application a basis for excluding costs over \$100,000 per employee.

In addition, please submit the following:

- A copy of each owner's driver's license (front and back)
- Organizational documents, including Operating Agreement and By-Laws, if applicable.

#### We're here to help.

While the SBA may make adjustments to the program, we want you to know that we're ready to answer your questions and guide you through the PPP application process. If you need help or have any questions about your application, please reach out to your banker.

#### What you need to know:

First Community Bank will not pay fees to or otherwise compensate anyone acting as an agent of the business for advising on or assisting in the preparation of the Paycheck Protection Program application or otherwise.