

## Kellogg Community Credit Union in Partnership with SBA PPP Required Documents

### **Personal Information**

- Applicant Business contact person's name, cell phone number and email address

### **Business Information**

- 2019 federal tax return or 12/31/2019 financial statement.
- Completed Payroll Tax reports filed (Forms 941, 940, State income & unemployment tax filing reports) for all of 2019 and 1st Qtr 2020 (if applicable).
- Copies of payroll reports 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. Copies of the monthly invoice are sufficient.
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator is sufficient.
- 2019 1099 for Independent Contractors
- Completed SBA Form 2483 - Paycheck Protection Program Application Form

### **Affiliated Business Information\***

\* Affiliation generally exists when an individual or entity owns more than 50% of another entity, has more than 50% or more of the voting stock or has management control of the entity. Affiliation rules are waived for business in the hospitality and restaurant industries (NAICS 72) and SBA approved franchises.