



Paycheck Protection Program *Application Checklist*

Company Name: _____ Relationship Manager: _____

Application and all supporting information will be completed and uploaded via the online Sageworks portal.

Required Documentation	Submitted	N/A
Borrower should be prepared to input or upload the following information:		
Paycheck Protection Program Application (SBA Form 2483 or 2483-SD) will be completed & executed through the provided Sageworks link.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Valid Driver's License for Signer(s) of Loan.	<input type="checkbox"/>	<input type="checkbox"/>
Operating Agreement or Equivalent Resolution for Authorized Signers for Borrower.	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Good Standing.	<input type="checkbox"/>	<input type="checkbox"/>
Borrower NAICS Code (on Application).	<input type="checkbox"/>	<input type="checkbox"/>
SBA Provided Franchise Code (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Premier Bank Account Number to Deposit Loan Proceeds.	<input type="checkbox"/>	<input type="checkbox"/>
If you received the first round of PPP funding with Premier and are using the same 2019 payroll information		
If Loan Amount is \$150,000 or less:		
<p>It is recommended that you provide quarterly financial statements for 2019 and 2020 OR 2019 and 2020 borrower tax returns to show required 25% revenue decline. This information is not required at application but will be required at forgiveness.</p> <ul style="list-style-type: none"> Schedule C & F filers should provide 2019 & 2020 schedules if completed and quarterly financials are not available. 	<input type="checkbox"/>	<input type="checkbox"/>
If Loan is Greater than \$150,000:		
<p>Required to provide quarterly financial statements for 2019 and 2020 OR 2019 and 2020 Borrower tax returns to substantiate required 25% quarterly revenue decline.</p> <ul style="list-style-type: none"> Schedule C & F filers must provide 2019 & 2020 if completed and quarterly financials are not available. 	<input type="checkbox"/>	<input type="checkbox"/>
If Using 2020 Payroll or Applying for First Time		
Borrowers (Non Schedule C or F) that are using 2020 payroll information, are using 2019 payroll information but did not use Premier Bank during the first round, or are applying for the first time must supply the following:		
<p>Quarterly financial statements for 2019 and 2020 to substantiate required 25% quarterly revenue decline. This is required for loans over \$150,000 and recommended for loans under \$150,000.</p> <ul style="list-style-type: none"> Applies only to borrowers applying for a second draw. 2019 and 2020 Borrower tax returns are acceptable if borrower was in operation all of 2019 & 2020 and those reports show an annual revenue reduction of 25%. 	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly 941 Tax Reports for payroll year being entered (i.e. if you use 2020 payroll information you need to supply Q1, Q2, Q3 & Q4 941's from 2020).	<input type="checkbox"/>	<input type="checkbox"/>





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Required Documentation	Submitted	N/A
Quarterly State Unemployment Tax Reports (SUTA) for payroll year being entered.	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly or annual payroll reports for year being entered.	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Statement from 02/15/2020.	<input type="checkbox"/>	<input type="checkbox"/>
If a partnership, IRS Form 1065 K-1.	<input type="checkbox"/>	<input type="checkbox"/>
Documentation showing total health insurance premiums paid by company including; group health, life, disability, vision & dental (if being included in loan amount).	<input type="checkbox"/>	<input type="checkbox"/>
Documentation showing retirement plan funding paid by company (if including in loan amount).	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed Borrowers that file a Schedule C or F and are using 2020 payroll information OR are using 2019 payroll information but did not use Premier during the first round of PPP OR are applying for PPP loan for the first time must supply the following:		
If requesting a second draw, quarterly financial statements for 2019 and 2020 to substantiate required 25% quarterly revenue decline. This is required for loans over \$150,000 and recommended for under \$150,000. <ul style="list-style-type: none"> 2019 and 2020 Borrower Schedule C or F are acceptable if borrower was in operation all of 2019 & 2020, those reports are completed and show an annual revenue reduction of 25%. 	<input type="checkbox"/>	<input type="checkbox"/>
If this is the first PPP request, 2019 or 2020 Schedule C or F for payroll year being entered.	<input type="checkbox"/>	<input type="checkbox"/>
2020 Invoice, bank statement, or book of record establishing the borrower as self-employed and in operation as of February 15, 2020.	<input type="checkbox"/>	<input type="checkbox"/>
2019 & 2020 IRS Form 1099 Detailing Non-Employee Compensation.	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly 941 Tax Reports for payroll year being entered (i.e. if you use 2020 payroll information you need to supply Q1, Q2, Q3 & Q4 941's from 2020) (if borrower has employees).	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly State Unemployment Tax Reports (SUTA) for payroll year being entered (If borrower has employees).	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly or annual payroll reports for year being entered (if borrower has employees).	<input type="checkbox"/>	<input type="checkbox"/>

Contact your local Premier Bank Trusted Advisor with questions, concerns, or clarification.

Please Note: Additional documentation may be required. All SBA loans subject to eligibility, program requirements and program availability. Visit [SBA.gov/funding-programs/loans/paycheck-protection-program-ppp](https://www.sba.gov/funding-programs/loans/paycheck-protection-program-ppp) and [YourPremierBank.com/Business-COVID-19](https://www.YourPremierBank.com/Business-COVID-19) for more information. All loans are subject to credit application and approval.

