



Loan Application Checklist

7(a) SBA LOAN AND FORGIVENESS UNDER THE CARES ACT - Checklist of Required Documentation - Revised 4/13/2020

Banks will need the following financial information in order to process the SBA Payroll Protection Program (“PPP”) loan application:

<input type="checkbox"/>	*Copies of documentation establishing eligibility such as payroll processor records, payroll tax filings, Form 1099-MISC, or income and expenses from a sole proprietorship. For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount. *(1099 Applicants Only)
<input type="checkbox"/>	*Regardless of whether you have filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C. *(1099 Applicants Only)
<input type="checkbox"/>	*Documentation of a 2020 invoice, bank statement, or book of record to establish you were in operation on or around February 15, 2020. *(1099 Applicants Only)
<input type="checkbox"/>	*Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented. *(Non-1099 Applicants)
<input type="checkbox"/>	Copies of payroll reports for each pay period 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.
<input type="checkbox"/>	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 invoices should suffice.
<input type="checkbox"/>	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 should be sufficient.
<input type="checkbox"/>	Additional items needed - NAICS code from business tax return, formation date (MM/DD/YY) of all entities on the application.
<input type="checkbox"/>	If you are not an Evolve Bank & Trust Customer - please provide front and back of driver's license.

The information below will be needed to present to the bank or SBA for Loan Forgiveness:

Important: Please read and begin saving applicable documentation now to prepare to request forgiveness.

<input type="checkbox"/>	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the 8-week period following the origination of the loan.
<input type="checkbox"/>	Copies of payroll reports for each pay period for the 8-week period following the origination of the loan. Gross wages including PTO (which might include vacation, sick, and other PTO) should be reflected.
<input type="checkbox"/>	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the 8-week period following the origination of the loan should be provided. Copies of the monthly invoices should suffice.
<input type="checkbox"/>	Documentation of all retirement plan funding by the employer for the 8 weeks following the origination of loan should be sufficient. Copies of workpapers, schedules and remittances to the retirement plan administrator should be available.
<input type="checkbox"/>	Copies of all lease agreements for real estate and tangible personal property should be presented along with proof of payment during the 8-week period following the loan origination date.
<input type="checkbox"/>	Copies of all statement of interest paid on debt obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment for the 8-week period following the loan origination date.
<input type="checkbox"/>	Copies of cancelled checks, statements or other evidence of utilities paid during the "covered period" for the 8-week period following the loan origination date.

IMPORTANT NOTES:

Each borrower will need to make a certification that the documentation is true and correct, the amount for which forgiveness is being requested was used to make payments to retain employees and to make interest payments on covered mortgage obligations, covered rent obligations and covered utility payments. In addition, the SBA and/or Evolve Bank & Trust may request additional information. Per SBA, there will be NO forgiveness if the documentation is not satisfactorily presented. The SBA will render a decision within 60 days (or reasonably thereafter) after receipt of an application for forgiveness.



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