

What forms will I need to apply?

Three types of payroll information are required during the application process. Please use this guide to determine the best documentation to provide for each step.

| Do you have employees? | Yes | No | No |
|--|--|-----------------------------------|------------------------|
| Entity Type->>>> | C-Corp, S-Corp, LLC, Partnership, Not for profit, Veteran Org, Tribal Org | Sole Proprietor, Self Employed | Independent Contractor |
| 2019 Payroll Verification Documents that will get your application processed fastest: | | | |
| Form 941 | X | | |
| W-3 | X | | |
| Form 940 | X | | |
| Schedule C from Personal Tax Return | | X | |
| Profit and Loss from Business | | X | X |
| 1099-MISC | | | X |
| PPP CARES Report from Payroll Provider | X | X | |
| Supplemental Documents that will get your application processed fastest: | | | |
| Payroll Register(s) | X | X | |
| Schedule C from Personal Tax Return (even if you have not filed for 2019) | | X | X |
| February 15, 2020 Payroll Verification Documents that will get your application processed fastest: | | | |
| Form 941 | X | | |
| Profit and Loss from Business | | X | X |
| February Bank Statement | | | X |
| PPP CARES Report from Payroll Provider | X | X | |
| Documents that will cause delays in processing: | | | |
| Bank Statement(s) - except for Independent Contractors for proof of 2/15/2020 payroll | | | |
| Invoices for benefit costs | | | |
| <i>If you have a seasonal or new business, please indicate in the notes section the number of months you operated in 2019.</i> | | | |