

PAYCHECK PROTECTION PROGRAM

Required Documents Checklist

Limited Liability Company (LLC)
Partnership
General Partnership
Limited Liability Partnership (LLP)

DOCUMENTS REQUIRED FOR THE BUSINESS

1. Completed Paycheck Protection Program Loan Application (SBA Form 2483), available on SBABizHelp.com
2. Documentation to verify the formation of the legal business entity

Type of Legal Entity	Document(s) Required
• LLC	Articles of Organization or Certificate of Formation or Certificate of Organization
• Partnership • General Partnership • LLP	Partnership Agreement OR Excerpts from the Partnership Agreement to demonstrate ownership structure

3. Certificate of Good Standing or printed page from Sunbiz.org showing EIN and active status
4. Fictitious Name Registration, if applicable
5. Certificate of DBA or proof of DBA, if applicable
6. Certificate of Beneficial Owners or Corporate Ownership Structure Chart, if there is more than one owner of 20%. Submitted document must include Name, Title, EIN and address for each owner of at least 20%. Fillable PDF form for Certificate of Beneficial Owners is available on SBABizhelp.com
7. Corporate Resolution authorizing designated signer, required if individual other than President signing as the Authorized Representative

DOCUMENTS REQUIRED TO VALIDATE PAYROLL COSTS

1. Completed Paycheck Protection Program Calculator, using Excel form available on SBABizHelp.com
2. Documentation specific to the type of your legal entity:

Type of Legal Entity	Document(s) Required
Single Member LLC filing as C-Corp or S-Corp	2019 IRS Form 1120, or 2019 Profit & Loss Statement
Single Member LLC filing a 1040	2019 IRS Form 1040 with Schedule C
Multi Member LLC filing as a C-Corp or S-Corp	2019 IRS form 1120, or 2019 Profit & Loss Statement
Multi Member LLC filing as a Partnership	2019 IRS form 1065, including Schedule K & K1's
• Partnership • General Partnership • Limited Liability Partnership (LLC)	2019 IRS form 1065, including Schedule K & K1's

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ADDITIONAL DOCUMENTS REQUIRED IF YOU HAVE EMPLOYEES

1. IRS Form 940 for 2019
2. IRS Form 941 for all 2019 4 quarters
3. W-2s for all employees for 2019
4. Florida Department of Revenue Employer's Quarterly Report RT-6, for all 2019 4 quarters
5. Payroll records for period including February 15, 2020 or bank statements showing payroll costs for 2020
6. Breakdown of payroll costs associated with benefits:
 - a. Payment for vacation, parental, family, medical, or sick leave
 - b. Allowance for separation or dismissal
 - c. Payment of group healthcare benefits, including insurance premiums
 - d. Payment of retirement benefits

DOCUMENTS REQUIRED FOR THE AUTHORIZED REPRESENTATIVE OF THE LEGAL ENTITY

1. Unexpired and legible Photo ID. Must be one of the following:
 - U.S. State Identification Card
 - Permanent Resident Card, plus proof of address**
 - U.S. Passport, plus proof of address**
 - U.S. Military ID, plus proof of address**

** Must be one of the documents listed below and have the same name as it appears on the Photo ID.

Bank Statement - not older than 90 days

Lease Agreement

Medical Bill - not older than 90 days

Real Estate Property Title

Real Estate Tax Bill

Utility Bill – not older than 90 days

Vehicle Registration

Voter's Registration Card