



FIRST TIME PPP BORROWERS

Paycheck Protection Program Documentation Prep List

Get prepared for your Paycheck Protection Program (PPP) Loan application!

Use the following checklist to gather the documentation that you need to complete your application.

- ☐ CARES Act Report
- A CARES Act Report is generated straight from your payroll provider, such as ADP or Gusto. This method allows your loan processing team to review your loan quicker. Visit the [Talega Learning Center](#) to learn how your payroll processor can help.

- ☐ Tax Documents for 2019
- Choose a tax document that's easiest for you to provide. Your selected tax document will depend on your business's entity type.

Business Type	Tax Documents Required	
S Corporations	Form 1120-S	Form 940 or 4 quarters of Form 941 [*]
Partnerships and/or LLCs	Form 1065	Form 940 or 4 quarters of Form 941 [*]
C Corporations	Form 1120	Form 940 or 4 quarters of Form 941 [*]
Sole Proprietors or Independent Contractors	Form 1040	N/A
Non-profits	Form 990	Form 940 or 4 quarters of Form 941/944

^{*} If you don't have any employees, you will not be required to submit Form 940 or 941

- ☐ Quarterly Profit & Loss Statements
- Required for loans over \$150,000
- ☐ Voided Check
- You will need to submit a photo or copy of a voided check, front and back, from your business bank checking account. You may also submit a bank statement with your account number and routing number.
- ☐ Driver's License or Passport
- You will need a photo or color copy of the front and back of your identification. Taking a photo with your smartphone works well.