



## **Payroll Protection Program Document Checklist**

- Business tax returns on the company and any additional entities for the last three years
- Personal tax returns for the last three years
- 12/31/19 business company prepared balance sheet and income statement
- Interim financial statement (balance sheet and income statement) less than 90 days old with comparable period last year (balance sheet and income statement)
- Debt schedule, payment must include a breakdown of principal and interest
- Articles of Incorporation and Secretary of State Certificate
- 12 months business bank statements to show mortgage, rent and utility payments (calculate monthly average)
- Payroll reports for the last 12 months including contractors (calculate monthly average)