

2021 PPP Borrower Application Checklist

Please provide a complete application file to expedite the processing.

- If you participated in Round 1 and your loan was \$150,000 or more, be sure to complete your [PPP Loan Forgiveness](#).
- Complete the required [Union Bank PPP Application](#).
- Evidence of 25% revenue reduction in 2020 compared to 2019 - for Draw 2 only (may be any one quarter of 2020 compared to the same quarter in 2019 or annually).
Provide one of the following document types:
 - Relevant tax forms including annual tax forms.
 - Quarterly Financial Statements
 - Bank Statements
- Complete [Payroll Expense Calculation Worksheets](#).
- Borrower's signed organizational document detailing loan signing authority. Complete [Signing Authority Document](#), if organization document is not applicable.
- Unexpired, Government-issued Driver's License or Passport for all Owners over 20% (front and back).
- Complete [Affiliation Addendum A](#) if applicant or any owner is also an owner of another business.
- Evidence of SBA EIDL Loan (Draw 1 EIDL refi only), if loan was made between 1/31/2020 and 4/3/2020. Complete [EIDL Addendum B](#).
- [Proof of Payroll Costs](#). See below:

Proof of Payroll Costs

Based on your business classification, you'll need the following documents.

Note: Please provide evidence of all eligible costs applicable to loan amount calculation (Employer contributions to employee group health, life, disability, vision and dental insurance. Employer retirement contributions. Employer paid state and local taxes.)

Corporations (C and S Corp) and LLCs taxed as Corporations with employees

- 2019 and/or 2020 IRS Form 941.
- 2019 and/or 2020 State quarterly wage unemployment insurance tax reporting form from each quarter of year selected (or equivalent payroll processor records or IRS Wage and Tax Statements IRS forms W-2 or W-3, or IRS Form 944).
- Filed Business Tax Return (IRS Form 1120 or IRS 1120-S) or other documentation of any retirement and health insurance contribution.
- A payroll statement or similar documentation for pay period that covered February 15, 2020 that establishes that the corporation was in operation and had employees on that date. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.

Single Owners with no employees, Independent Contractor, Sole Proprietor, Self-Employed or Single Member LLC (with no employees)

- 2019 and/or 2020 IRS Form 1040 Schedule C / Schedule 1 and Schedule F (self-employed farmer).
- 2019 and/or 2020 IRS Form 1099-MISC with nonemployee compensation received (box 7), invoice, bank statement, or book of record establishing you were self-employed in selected year.
- Invoice, bank statement, or book of record establishing you were in operation on February 15, 2020. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.
- First Draw PPP only - If Schedule C / F filer chooses to calculate their loan amount using average monthly payroll costs incurred in January and February 2020, provide business account bank statements for these two months.

Single Owners with employees for Independent Contractor, Sole Proprietor, Self-Employed or Single Member LLC

- 2019 and/or 2020 IRS Form 941 OR IRS Form 943 or Form 944 for very small businesses and farmers.
- 2019 and/or 2020 State quarterly wage unemployment insurance tax reporting form from each quarter of year selected (or equivalent payroll processor records or IRS Wage and Tax Statements IRS forms W-2 or W-3, or IRS Form 944).
- A payroll statement or similar documentation for pay period that covered February 15, 2020 that establishes that the corporation was in operation and had employees on that date. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.
- 2019 and/or 2020 IRS Form 1040 Schedule C / Schedule F (self-employed farmer) For Single Owners, Independent Contractor, Sole Proprietor, Self-Employed or Single Member LLC (with no employees).
- First Draw PPP only - If Schedule C / F filer chooses to calculate their loan amount using average monthly payroll costs incurred in January and February 2020, provide business account bank statements for these two months, payroll records for these months and 1st quarter 2020 IRS Form 941.

Nonprofit Organizations (files IRS Form 990)

- 2019 and/or 2020 IRS Form 941.
- 2019 and/or 2020 State quarterly wage unemployment insurance tax reporting form from each quarter of year selected (or equivalent payroll processor records or IRS Wage and Tax Statements IRS forms W-2 or W-3, or IRS Form 944).
- IRS Form 990 Part IX or other documentation of any retirement and health insurance contributions.
- A payroll statement or similar documentation for pay period that covered February 15, 2020 that establishes that the corporation was in operation and had employees on that date. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.

Nonprofit Religious Institutions, Other Nonprofits (does not file IRS Form 990), Veterans Organizations, or Tribal Businesses

- 2019 and/or 2020 IRS Form 941.
- 2019 and/or 2020 State quarterly wage unemployment insurance tax reporting form from each quarter of year selected (or equivalent payroll processor records or IRS Wage and Tax Statements IRS forms W-2 or W-3, or IRS Form 944).
- Documentation of any retirement and health insurance contributions.
- A payroll statement or similar documentation for pay period that covered February 15, 2020 that establishes that the corporation was in operation and had employees on that date. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.

Partnerships and LLCs Taxed As Partnerships

- 2019 and/or 2020 IRS Form 1065 (including K-1's).
- If the partnership has employees, 2019 and/or 2020 IRS Form 941.
- If the partnership has employees, 2019 and/or 2020 State quarterly wage unemployment insurance tax reporting form from each quarter of year selected (or equivalent payroll processor records or IRS Wage and Tax Statements IRS forms W-2 or W-3, or IRS Form 944).
- Documentation of any retirement and health insurance contributions not reflected on IRS Form 1065.
- If the partnership has employees, a payroll statement or similar documentation for pay period that covered February 15, 2020 that establishes that the corporation was in operation and had employees on that date. Seasonal business, provide documentation of operations for any 12-week period between February 15, 2019 and February 20, 2020.
- If the partnership has no employees, an invoice, bank statement, or book of record establishing the partnership was in operation on February 15, 2020 must instead be provided. If the partnership is a seasonal business, provide documentation of operations of any 12-week period between February 15, 2019 and February 15, 2020.

