**Paycheck Protection Program**

**Supporting Documents**

**Please submit all applicable documentation with your PPP loan application.**  Partial applications cannot be submitted to SBA, and missing documents will result in processing delays.

**Templates provided by First State Bank**

[ ]  First Draw

[ ]  Addendum A – Affiliate Addendum, if applicable

[ ]  Addendum B – EIDL Addendum, if applicable

[ ]  Addendum C – Ownership Addendum, if applicable

[ ]  Calculation of Payroll Costs – required for all loans

[ ]  Second Draw

[ ]  Addendum A – required for all loans

[ ]  Addendum B – required for all loans

[ ]  Addendum C – Ownership Addendum, if applicable

[ ]  Calculation of Payroll Costs – required for all loans

**Payroll documents used in the calculation of average monthly payroll**

[ ]  Quarterly IRS Form 941, annual IRS Form 943, or annual IRS Form 944

[ ]  Quarterly Wisconsin Form UC-7823-E (wage report) and UCT-101-E (contribution report)

[ ]  Detailed payroll report (gross wages, deductions, net pay)

[ ]  Federal tax return

[ ]  Schedule C with 1099s *received*, if applicable

[ ]  Schedules 1 and F

[ ]  1065 with K-1s

[ ]  1120-S, 1120, or 990

**Evidence of existence on February 15, 2020**

[ ]  Business with employees: payroll report from the pay cycle covering February 15, 2020

[ ]  Sole proprietor with no employees: invoice, 1099-MISC, bank statement in business name, or other records showing operation prior to February 15, 2020

**Second Draw Loans**

[ ]  Documentation supporting 25% reduction in gross receipts (see requirements on Addendum B)

[ ]  Evidence of NAICS code 72 (such as business licenses) if not shown on tax return

**Due Diligence Items**

[ ]  Legible copy of driver’s license or other legal identification, including SSN, for signers and owners with at least a 20% ownership interest in the business

[ ]  Entity documents for borrowers (and corporate owners of borrowers) who are new to First State Bank

[ ]  Filed Articles plus any amendments

[ ]  Operating agreement, partnership agreement, bylaws, as applicable

[ ]  IRS letter assigning EIN