**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