

## What other documents will I need to include in my PPP application?

Our trusted partner, Kabbage, is now ready to connect you with Paycheck Protection Program loans. You may be asked for a copy of the following documents, as applicable to your business:

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Payroll reports (listing by employee; exclude any personal identifying information such as SSN or ID information) for the twelve-months of 2019 which will show the following information:
  - Gross wages for each employee, including officer(s) if paid W-2 wages
  - Paid time off for each employee
  - Vacation pay for each employee
  - Family medical leave pay for each employee
  - State and local taxes assessed on an employee's compensation
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan for 2019. Include all employees and the company owners.
- Document the sum of all retirement plan funding that was paid by the company owner(s) for 2019 (do not include funding that came from employees out of their paycheck deferrals).
  - Include all employees and the company owners.
  - Include 401K plans, Simple IRA, SEP IRA's

**Please Note:** If you are a seasonal employer, you may elect to provide the above information for the time period of February 15, 2019 through June 30, 2019. If you are a new business, provide the above information for the time period of January 1, 2020 through February 29, 2020.