

# SBA Paycheck Protection Program Checklist

As of April 5, 2020



**Parkside Financial**  
BANK & TRUST

Below is a list of the information that **Parkside Financial Bank & Trust** partner, Fountainhead Commercial Capital, will require to begin processing your Paycheck Protection Program application. Please **contact** your Parkside Financial Bank & Trust representative with any questions regarding this information.

**Please gather the documents that apply to your business.**



## Completed SBA Paycheck Protection Program Application

- [Download the application: SBA Form 2483](#)
- Addition guidance can be found in the [PPP Interim Final Rule](#)



## Legal organizational documents for borrowing entity

- Tax ID
- Articles of Incorporation / Organization
- Operating Agreement / Bylaws
- Governing documents for 501(c)(3), 501(c)(19) and 31(b)(2)(C) organizations
- If you answered YES to Question 3 on Form 2483: Any member, manager owner that is another entity, including an LLC or Corporation, must provide items a-d for that entity
- Any member, manager or owner that is a trust must provide the trust agreement and trust Tax ID



## Documents to support 2019 Payroll Costs\*

These may include, but are not limited to:

- Payroll Summary Report or Payroll Register for 2019
- [IRS Form 941](#) or [IRS Form 944](#) and [IRS Form 940](#) (as applicable)
- Supporting documentation for health, dental, and retirement benefits paid for 2019
- For seasonal employees, a Payroll Summary Report for the period from February 15, 2019 to June 30, 2019
- Additional financial statements or reports to support Payroll Costs
- Independent Contractors should include [IRS 1096](#) and/or [1099-MISC](#)

*\*Payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees. Gross wages are NET OF federal income taxes withheld, railroad retirement payments, and employee portion and employer's match of any FICA payments.*



## Documents to support 2020 Payroll Costs

- Payroll Summary Report or Payroll Register for YTD 2020



## CIP / Beneficial Ownership for ALL Owners of 20% or more

- Drivers Licenses / IDs, Social Security Numbers, Legal Addresses and Dates of Birth



## February 29, 2020 Financial Statement

*This is a list of typical documentation necessary to process an application. Additional information and / or documentation may be required. The Interim Final Rule is subject to change.*