

Jefferson Bank

Second Draw PPP Borrower's Checklist

Standard Documentation

- SBA Form 2483-SD** — NOTE: This must be the correct version that has (01/21) on bottom.
*** If you answer "Yes" to Question 3 on the application — Addendum must be attached.*
- Gross Receipts:** For all loans over \$150,000 — Provide supporting documentation of at least a 25% reduction in "gross receipts." See application instructions on page 4 for more information and options.
- Business Tax Return for 2019** — First page of 1065, Schedule C, Schedule F, etc.

If you are continuing to use 2019 for purposes of calculating "Average Monthly Payroll" — **Proceed to the Authorization section on the next page.**

For all Borrowers using 2020 documentation for purposes of calculating "Average Monthly Payroll" provide the following:

- 941 IRS Forms** — All four (4) quarters.
- Business Tax Return** — First page of 1065, Schedule C, Schedule F, etc.
- Annual salary proof** — One of the following:
 - W2s
 - Detailed payroll registry for the year
 - 3rd party payroll report from qualified payroll company (PDF)

NOTE: If the 3rd party payroll report includes: number of employees, health insurance premiums and retirement plan funding, **you can STOP here.**

If you cannot supply the items on the first box, then you must check as many of the following boxes as possible.

- Proof of other qualified payroll costs** — *If not provided, they will not be included in the calculation of the loan amount.*
 - State/Local Taxes 2019 Texas Workers' Comp Unemployment Tax filing report for all four (4) quarters
 - If Business tax return is not available, provide documentation of health insurance premiums paid by the company under a group health plan including owner of the company
 - If Business tax return is not available, provide documentation of all retirement plan funding by the employer (*Copies of work papers, schedules and remittances to the retirement plan administrator should suffice.*)

I authorize the transfer of loan funds as follows:

Deposit to Jefferson Bank Account Number: _____

Borrower Name: _____

Authorized By: _____

Title: _____

Date: _____