

# Jefferson Bank

## First Time PPP Borrower's Checklist

### For All Borrower Types

- SBA Form 2483** — NOTE: This must be the correct version that has (01/21) on bottom.  
*\*\* If you answer "Yes" to Question 3 and/or 4 on the application — Addendums must be attached.*
- Company Entity Documents** (*varies by entity type*)
  - Articles of Incorporation
  - Certificate of Filing/Formation
  - By-Laws
  - Operating Agreement
  - Limited Partnership Agreement
  - Certificate of Good Standing
- Driver's license(s)** for anyone who has 20% or more ownership interest in Borrower
- NAICS Code**
- Detailed payroll register report for February 15, 2020** (*or closest payroll date*)

### Standard Documentation

*Please note that you may choose the calendar year of either 2019 or 2020 to determine your maximum loan amount. All documentation provided must be for that same respective period.*

- 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.*)

## For Sole Proprietor/Independent Contractor/Self Employed Individual

*You may choose either 2019 or 2020 as the qualifying period.*

**Schedule C**

**Proof of being in business as of February 15th, 2020**

*(1099 - Misc with amount paid in box 7, invoices, bank statement, or book of record)*

**The following must be completed and returned with your application:**

**OTHER:**

**I authorize the transfer of loan funds as follows:**

Deposit to Jefferson Bank Account Number: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_