



PAYCHECK PROTECTION PROGRAM BORROWER CHECKLIST

Businesses who previously applied for the PPP can utilize the same payroll information from the original loan. Note that your business will need to show a 25% reduction in gross income annually from 2019 to 2020. You may elect to provide the required documents for either 2019 or 2020, but all documentation must be from the same year.

- If you are not a Guardians business member, please complete the separate Business Account Packet. Current Guardians business members skip to next step.
- Your business' industry and NAICS code.
- Your 2019 or 2020 IRS Quarterly 940, 941 or 944 payroll tax reports.
- You must show a 25% reduction in revenue from 2019 to 2020. For loans under \$150,000, this is done during loan forgiveness. Loans higher than \$150,000 must prove this before submitting the application.
- Your annual payroll summary report for 2019 or 2020, which should include 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 each employee's compensation
- Documentation showing the total of all health insurance premiums paid by the business' owner(s) under a group health plan. This should include all employees and the business owners.
- Documentation showing the sum of all retirement plan funding that was paid by the business owner(s). 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
- If you are an independent contractor or sole proprietor, include your 1099s for 2019 along with your 2019 Schedule C or 2019 Profit and Loss Statement.
- A completed, signed, and dated PPP application (see link below)

Apply here: <https://guardianscu.streetshares.com/ppp3/>