



Paycheck Protection Program (PPP) Documentation Checklist - New Customers

OWNERSHIP INFORMATION (Names, titles and ownership percentage)

COMPANY FINANCIAL INFORMATION:

- 3 years of tax returns
- 3 years of Company or Accountant Prepared Income Statements & Balance Sheets
- Year-to-Date Income Statement & Balance Sheet
- Projections with assumptions
- Terms of existing debt
- Lease(s)

PERSONAL FINANCIAL INFORMATION:

- 3 years of Personal Tax Returns for all owners/guarantors
- Personal Financial Statements for all owners/guarantors

ITEMS NEEDED FOR DOCUMENTATION:

- Registered Company Name
- Articles of Incorporation (will need for any entities that have ownership)
- By-Laws and/or Operating Agreement and/or Partnership Agreement (will need for any entities that have ownership).

