

## **PPP Loan Program**

### What do we need?

2018 and 2019 Corporate Tax Return (if 2019 is not completed, an Income Statement/P&L will suffice)

2019 Payroll Schedule including total salaries paid, itemized by employee

(Seasonal businesses can submit additional information showing payroll schedule for the time period between 2/15/19 and 6/30/19)

All filed IRS Form 941 from 2019 or Form 944 from 2019

2019 Estimate of employee tips (if applies) itemized by employee

2019 report showing amount paid towards other payroll expenses, which includes:

Employee benefits, including vacation/sick leave, group health benefits, and retirement benefits

State and local taxes assessed on compensation

January and February 2020 Payroll Schedule including total salaries paid, itemized by employee

Number of Full Time Equivalent (FTE) employees in 2019 (year end and peak time)

Number of FTE employees on 2/15/2020

Copy of all corporate documents:

- If a Corporation, need copy of signed company bylaws
- If an LLC, need a copy of signed company operating agreement
- If a Partnership, need a copy of signed company partnership agreement

Company must be in good standing with State of Missouri

Company must complete ownership disclosure

Company must have been in business prior to 2/15/2020

Completed PPP Loan Application

Maximum loan amount is 2.5 times average monthly payroll - Bank must verify and calculate the loan amount

Minimum of 75% of loan must be used for Payroll expenses

Maximum of 25% of loan can be used for non-Payroll overhead (Rent, Mortgage Interest, Utilities)