

APPLICATION DOCUMENTS NEEDED TO APPLY FOR LOAN UNDER THE CARES ACT

| Responsible | |
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| Party | DOCUMENTS |
| Borrower | Paycheck Protection Program Application - attached |
| Borrower | 2019 Income Statement by Month OR 2019 Federal Tax Return (For each Business Applicant's principals) |
| Borrower | January & February 2020 Income Statement by Month |
| Borrower | 2019 IRS Quarterly 940, 941 or 944 payroll tax reports |
| Borrower | Last 12 months of Payroll Reports beginning with your last payroll date and going backwards |
| | 12 months. Payroll report must show the following for the time period above: a. Gross wages for each employee, including the officer(s) if paid W-2 wages; |
| | b. State and local taxes assessed on the employee's compensation for each employee |
| Borrower | Summary of 1099's for 2019 for independent contractors that would otherwise be an employee of your business |
| | DO NOT INCLUDE 1099'S FOR SERVICES (ie, CLEANING, etc.) |
| Borrower | Borrower's Drivers License for EACH Signer |