Paycheck Protection Program

The person filling out the application should be an owner of the business as you'll be asked to provide identifying information about business owners, including social security numbers.

Application Checklist

☐ Legal Business Name

☐ Name, address, social security number, job title, email address, date of birth for all owners who own 20% or more of the business

☐ Business phone number

☐ Business structure

☐ EIN/Tax ID number for this business

☐ Bank account and routing number

☐ Front / back color copy of driver's license

☐ NAICS industry classification code – there's a lookup in the application OR you can get this off your tax return

☐ Date of formation of legal entity – if a Sch F/C, use month/year you started your business

☐ Is your business seasonal? Before you say yes, run the calculation to see if 38% or more of your eligible payroll costs occurred between 2/15/19 and 6/30/19

☐ Gross wages for your business, subtracting any compensation or taxes for employees whose primary residence is outside the US (H2A, H2B, J1, and others)

☐ Amount of compensation in excess of $100,000 paid to each employee (so if 3 employees each made $110,000, that number is $30,000. It's calculated as 3x ($110,000 - $100,000)

☐ Employee count by month (run a report for each month of 2019 of how many employees you paid that month. Add those 12 numbers together – even if some are 0s. Divide the total by 12 to get average monthly employees. If you answered that you are a seasonal business, run the same calculation for Feb 15-June 30, 2019 and divide by 4.5 months

☐ For self-employed or independent contractor: 2019 Schedule F or C

☐ Employer paid retirement contributions and health care expenses (including insurance premiums)

☐ For businesses with payroll, you will need to upload the following.*
  - 2019 W-3
  - 2019 940
  - 2019 941s or 943
  - Operating Agreement, LLC Article of Organization or State equivalent
  - 2019 Income Statement

*To find your payroll reports in CenterPoint and QuickBooks:

CenterPoint Payroll Report - Employee Earnings by Month
CenterPoint > Reports > Reports > Payroll Data Reports > **Employee Earnings by Month**

QuickBooks Payroll Report - Employee Earnings Summary
QuickBooks > Reports > Employee & Payroll > **Employee Earning Summary**