

OWNERS CHECKLIST FOR SBA LOAN

Here are the things you should gather now to be ready to apply once the CARES Act is passed.

1. **Employee earnings report from the last 12 months** (*include your upcoming payroll and go back 12 months*)
 - a. Reflect paid time off, including vacation pay, and family medical leave pay for each employee
 - b. Reflect any and all state and local taxes in association with employee pay
2. **Earnings report showing gross wages paid to each owner and associate for the time period** (*include your upcoming payroll and go back 12 months*)
3. **Copies of all 1099s from previous tax year (2019) if you paid any non-employees** (*such as an independent contractor*)
4. **Documents that show paid health insurance premiums** (*ask your plan administrator for these details*)
5. **Documents showing the most recent balance of your retirement accounts (including 401K, SIMPLE IRA, and SEP IRA paid for by the employer** (*do not include employee's contributions only the employer's*)
6. **Report for 2019 that shows totals for your retirement plan funding** (*if the plan is not complete, provide proof of funds deposited*)

Opening Opportunity's Door