

## Paycheck Protection Program Application checklist

- Complete Paycheck Protection Program Application Form and Addendums as applicable
  - Applicant Ownership Detail with Certification
  - Addendum A – Affiliates
  - Addendum B – Economic Injury Disaster Loan (EIDL)

Company Entity Documents (if not on file with Bank)

Driver License or State Issued ID Card for Beneficial Ownership Identification

Payroll Expense verification documents to include:

- IRS Form 941 (last 4 quarters) or 2019 IRS Form 944, and 2019 IRS Form 940. If applicable, IRS form 1099 (Independent Contractors) or IRS 1040 Schedule C (Sole Proprietorships) for 2019. Employers may only include 1099 Employee payroll amounts if Employer paid associated payroll taxes.
- Payroll Detail Reports for January & February 2020
- Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.)

Complete Loan Estimator. To be completed by Applicant or Applicant Representative

**\*\*\* All information is fluid and subject to change pending guidance from SBA \*\*\***



# Addendum A

## Question 3 on Paycheck Protection Program Application Form

**Complete this addendum if number 3 was answered yes on application form -**

**Affiliation** – Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party (or parties) controls or has power to control both. For example, affiliation may arise through ownership, common management (including through a management agreement), or when there is an identity of interest between close relatives with identical, or substantially identical, business interests. The complete definition of “affiliation” is found at 13CFR § 121.301(f).

### Affiliate Business Information

If yes, please provide the following information for each entity:

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Affiliate Company Name: \_\_\_\_\_

NAICS Code for Affiliate: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

**Addendum B**  
**Question 4 on Paycheck Protection Program Application Form**

Complete this addendum if number 4 was answered yes on application form -

**SBA Economic Injury Disaster Loan - EIDL**  
Between January 31, 2020 and April 3, 2020 provided the following information:

Loan Date: \_\_\_\_\_ Loan Amount Approved: \_\_\_\_\_

Current  
outstanding Balance: \_\_\_\_\_

Details on uses of proceeds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Loan Date: \_\_\_\_\_ Loan Amount Approved: \_\_\_\_\_

Current  
outstanding Balance: \_\_\_\_\_

Details on uses of proceeds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# BUSINESS ENTITIES IN TEXAS

## **CORPORATION:** Borrower, Co-Borrower, Guarantor, or Pledgor

*(ABC, Inc., a Texas corporation)*

- a. Articles of Organization including any and all amendments certified by the Secretary of States
- b. Certificate of Formation (will suffice if they do not have copies of their original filed Articles)
- c. Bylaws
- d. Certificate of Good Standing
- e. Assumed Name Certificate filed with the County Clerk, if using an assumed name (dba)

## **LIMITED PARTNERSHIP:** Borrower, Co-Borrower, Guarantor, or Pledgor

*(ABC, Inc., a Texas limited partnership)*

- a. Partnership Agreement including any and all amendments
- b. Certificate of Limited Partnership certified by the Secretary of State
- c. Certificate of Good Standing
- d. Assumed Name Certificate filed with the County Clerk, if using an assumed name (dba)
- e. General Partner, must meet due diligence requirements for specific entity type

## **LIMITED LIABILITY COMPANY:** Borrower, Co-Borrower, Guarantor, or Pledgor

*(ABC, Inc., a Texas limited liability company)*

- a. Articles/Certificate of Formation (will suffice if they do not have copies of their original filed Articles)
- b. Regulations, Operating Agreement, Company Agreement or Joinder, if applicable (not required for sole member LLC)
- c. Certificate of Good Standing
- d. Assumed Name Certificate filed with the County Clerk, if using an assumed name (dba)
- e. A Limited Liability is either ran by Managers or Members, but can also be assigned a title, if so their title would be *(Manager/President, Member/President or Managing Member/President)*
- f. Manager/Member must meet due diligence requirements appropriate for specific entity type, if its manager/member is not an individual

## **GENERAL PARTNER:** Borrower, Co-Borrower, Guarantor, or Pledgor

*(ABC, Inc., a Texas general partner)*

- a. Partnership Agreement is required for a Limited Partnership including any and all amendments (no written agreement for a general partnership)
- b. Assumed Name Certificate filed with the County Clerk, if using an assumed name (dba)
- c. Not required to be registered with the Secretary of State

## **JOINT VENTURE:** Borrower, Co-Borrower, Guarantor, or Pledgor

*(ABC, Inc., a Texas joint venture)*

- a. Joint Venture Agreement, including any and all amendments
- b. Assumed Name Certificate filed with the County Clerk, if using an assumed name (dba)