

## Loan Application Checklist

To better prepare for the next round of loan funding, the following documents might be required during the application process and could vary by lender:

- Current personal financial statement
- Latest available personal tax return
- Latest available business tax return
- Latest available internal 2019 year-end financials
- 2019 payroll tax returns (Quarterly 941 reports and Annual 940)
- 2019 form 1099s paid to individual independent contractors
- Year-to-date internal 2020 financials
- Spreadsheet detailing the following:
  - List of all employees detailing costs incurred for benefits, retirement plan contributions, and wages paid including, but not limited to: commissions, vacation, sick pay, FMLA and other leave
  - 2 months rent with copies of leases
  - 2 months mortgage interest with copy of loan payments

\*Information was sourced from multiple websites and may not be comprehensive but is intended to better prepare businesses applying for PPP and EIDL. Please check the Durham County ED COVID-19 Resource Page for additional resource information.