

## Loan Application Checklist

To better prepare for PPP and EIDL loan funding opportunities, businesses are encouraged to collect the following documents that might be required during the application process:

- 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. Required documents may vary by lender. Please check the Durham County ED COVID-19 Resource Page for additional resource information.