



Economic Aid Act - Paycheck Protection Program
First Draw Loan Request
Borrower Document Checklist

Applicant Name: _____
(As Shown on Application)

- BOG Account Number (required): _____
- Name and email address of Corporate Secretary: _____ / _____
- Please provide email addresses for all authorized signors:

For First Draw Loan Requests

Checklist for Paycheck Protection Program:

- Application SBA Form 2483/OMB Control No. 3245-0407 w/ Expiration Date of 7/31/21
- If 90% of the ownership is not listed on the application, please attached list of ownership to 90%
- Addendum A listing all affiliates with relationship (if question 3 on application is answered "yes")
- Addendum B providing details of EIDL loan (if question 4 on application is answered "yes")
- EEA-PPP Loan Calculation Worksheet
- 2019 or 2020 Business Tax Returns or Year End Financial Statements as of December 31, 2019/2020
- 2019 or 2020 Payroll Cost and YTD Payroll Cost
- NAICS code and description _____
- Do you have an active EAA-PPP loan application submitted with another institution? _____

Payroll Expense Verification Documents to Include:

- IRS Form 940 Employers Annual Federal Unemployment Tax Return (FUTA)
- IRS Form 941 Employer's QUARTERLY Federal Tax Return
- Detailed Payroll Reports for 2019/2020 with corresponding bank statements
- W2 Summary
- 1099 Summary
- Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits retirement benefits, etc.)
- Copy of 2019/2020 1099s (if Independent Contractor)
- Copy of 2019/2020 W2s (for wage earners)
- If Bank of George is not your current primary banking institution, three months operating, payroll and all other related deposit account statements will be required. Statements will need to include December 31, 2019 or 2020