



**BANK OF GEORGE**  
Founded 2007

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

**Applicant Name:** \_\_\_\_\_  
(As Shown on Application)

- BOG Account Number (required): \_\_\_\_\_
- PPP First Draw Loan Amount: \$ \_\_\_\_\_
- Name and email address of Corporate Secretary: \_\_\_\_\_ / \_\_\_\_\_
- Please provide email addresses for all authorized signors:

\_\_\_\_\_  
\_\_\_\_\_

**For Second Draw Loan Requests**

- Application SBA Form 2483-SD/OMB Control No. 3245-0417 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 ownership or common management in any other business (if question 3 on application is answered “yes”)
- EEA-PPP Loan Calculation Worksheet
- If applicant is not self-employed, the applicant’s Form 941 and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020
  - o A Partnership must also include IRS Form 1065 K-1s
- If applicant is self-employed and has employees, the applicant’s 2019 or 2020 IRS Form 1040 Schedule C, Form 941 and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020
- If applicant is self-employed and does not have employees, the applicant’s 2019 or 2020 IRS Form 1040 Schedule C, 2019 or 2020 IRS Form 1099-MISC, 2020 invoice, bank statement, or book of record that establishes that the applicant was in operation on or around February 15, 2020
- Provide supporting documentation to validate 25% reduction in gross receipts
- 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