

Generally, an applicant should be prepared to submit the information listed below. It is your obligation, as the applicant, to understand the Small Business Administration's (SBA) rules and any potential modifications to the program.

I am self-employed AND I have no employees...	I am self-employed AND I have employees...	I'm not self-employed... Examples: Corporations, Not-for-Profit Organizations, Partnerships, etc.
<ul style="list-style-type: none"> Form 1040 Schedule C¹ IRS Form 1099-MISC¹ (<i>detailing nonemployee compensation received</i>) Invoice, bank statement, or book of record that establishes that the applicant is self-employed 2020 invoice, bank statement, or book of record to establish that the applicant was in operation on February 15, 2020 	<ul style="list-style-type: none"> IRS Form 1040 Schedule C¹ Form 941 State quarterly wage unemployment insurance tax reporting forms Evidence of any retirement and employee group health, life, disability, vision and dental insurance contributions, must be provided A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish the applicant was in operation on February 15, 2020 	<ul style="list-style-type: none"> Form 941 (or other tax forms containing similar information) State quarterly wage unemployment insurance tax reporting forms², as applicable, or equivalent payroll processor records Evidence of any retirement and employee group health, life, disability, vision and dental insurance contributions, must be provided A partnership must also include its IRS Form 1065 K-1s

(1) 2019 or 2020, whichever was used to calculate loan amount

(2) From each quarter in 2019 or 2020, whichever was used to calculate payroll

ADDITIONAL SUPPORTING DOCUMENTATION FOR SECOND DRAW LOAN APPLICANTS:

25% Gross Revenue Reduction Documentation

- Loans greater than \$150,000: At time of application, applicant must provide documentation to support a revenue reduction of 25% or greater in any quarter of 2020 relative to the same quarter in 2019. Such documentation may include annual tax forms, annual/quarterly financial statements, or bank statements.
- Loans of \$150,000 or less: Documentation can be provided, but is not required, at the time of application. A new simplified forgiveness process will be available in the near future. Watch for updates from the SBA. We recommend that clients with loans of this size wait for the new process before completing and submitting their forgiveness application.

Due to each customer's legal, tax and financial circumstances being different, you are advised to consult with your own attorney, CPA, and/or other advisor regarding your specific situation.

All loans are subject to other requirements and availability of funds under the SBA program.