

PRINSBANK PAYCHECK PROTECTION PROGRAM CHECKLIST

To expedite the loan application process for the Small Business Administration (SBA) Paycheck Protection Program through PrinsBank, please begin gathering the following documents and information.

DOCUMENT CHECKLIST

- Detailed payroll reports for the calendar year 2019. Reports should include at a minimum:
 - Salaries, wages and commissions or similar compensation. Do NOT include any payments made to independent contractors.
 - Cash tips or the equivalent. If tips are not included on your payroll reports, please provide a separate document with your calculations and a detailed explanation of your methodology.
 - Payments for vacation, parental, family, medical or sick leave.
- If not included in the detailed payroll report above, also provide:
 - Documentation showing the names and total compensation for employees that had compensation levels over \$100,000.00 during the 2019 calendar year.
 - A list of employees whose principal residence was outside the United States.
- 2019 IRS Quarterly 940, 941, or 944 payroll tax reports
- Evidence of total employer cost of group healthcare coverage including premiums for the calendar year 2019. Invoices, payroll records or third-party reports are acceptable.
- Evidence of total employer cost of retirement benefits for the calendar year 2019. Plan administrator records, payroll records or third-party reports are acceptable.
- A document showing that you were in operation as of February 15, 2020 and had employees. A payroll stub or payroll report would be acceptable.
- If you received an Economic Injury Disaster Loan (EIDL) between January 31, 2020 and April 3, 2020, we require a copy of the promissory note.
- New Customers Only:
 - A copy of the company's article of incorporation or operating agreement.
 - A copy of the drivers license for any owners with greater than 25% ownership in the LLC applying for the funds.
 - Evidence of valid Tax ID number as provided by the IRS, or complete a W9 form.



WITH YOU ALL THE WAY

Our team is working hard to support your business during this time. Please contact your PrinsBank loan officer for additional details, as we are an SBA approved lender and are accepting PPP applications.

Loans through the SBA Paycheck Protection Program must be made and processed for approval before the end of June.



Member
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