

SBA Documents Needed for CARES Act Loan Program

- I. Section I – Business information
 - a. Prior 3 Years Tax Returns.
 - b. If a 2019 Tax Return has not yet filed, then a 2019 Profit and Loss Statement and Balance Sheet.
 - c. Owners Owning 20% or more of the Business a Personal Financial Statement.
 - d. Organizational documents, and if multiple owners operating agreement.
 - e. Corporate By-Laws or LLC Documentation from the Secretary of State.

- II. Section II – Accounting information
 - a. Payroll Reports from accounting system for 02-01-2019 through most recent payroll.
 - b. 2019 W-3 and W-2's.
 - c. Monthly Rent Invoice, and if no monthly invoice then a copy of the lease.
 - d. Rent paid for the period 02/01/2019 through 03-31-2020.
 - e. Copy of cancelled checks paying the rent above.
 - f. Copies of utility bills for 02/01/2019 through 03-31-2020 along with copies of cancelled checks paying the same.
 - g. From the business's accounting software, a report showing gross receipts/sales for the periods as follows:
 - i. Quarter 1 2019
 - ii. Quarter 1 2020

- III. Section III – Maximum Loan Request Calculation
 - a. Total "compensation" paid to employees for the one year period ending on the most recent payroll paid in 2020 just prior to the loan application divided by 12 (to derive a monthly average) multiplied by 2.5 (however, no more than \$100,000 of compensation for a single employee for the 12 month period can be included in the maximum loan request).
 - b. Compensation is defined on Page 2.

Compensation includes:

1. Salary, wage, commission, or similar compensation;
2. payment of cash tip or equivalent;
3. payment for vacation, parental, family, medical, or sick leave;
4. allowance for dismissal or separation;
5. payment required for the provisions of group health care benefits, including insurance premiums;
6. payment of any retirement benefit; or
7. payment of State or local tax assessed on the compensation of employees; and
8. the sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in 1 year, as prorated for the covered period

As noted above, for any employee the sum total of the above items cannot exceed \$100,000 for the 12 month payroll period when calculating "Compensation".