**Here is a shortlist of the items we believe we’ll need to process the SBA 7(a) relief loan.**

* **➢ Completed Application**
* **➢ Articles of Incorporation/Organization of each borrowing entity**
* **➢ By Laws/Operating Agreement of each borrowing entity**
* **➢ All owners Driver’s Licenses**
* **➢ Payroll Expense verification documents to include:**
* **• IRS Form 940 and 941**
* **• Payroll Summary Report with corresponding bank statement**
* **▪  If a Payroll Summary Report is not available, Employee Pay Stubs as of February 15, 2020 (or** **corresponding period) with corresponding bank statement, and,**
* **▪ Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits,** **retirement benefits, etc.)**
* **• 1099s (if Independent Contractor)**
* **➢ Certification that all employees live within the United States. If any do not, provide a detailed list with corresponding salaries of all employees outside the United States**
* **➢ Trailing twelve-month profit and loss statement (as of the date of application) for all applicants**
* **➢ Most recent Mortgage Statement or Rent Statement (Lease)**
* **➢ Most recent Utility Bills (Electric, Gas, Telephone, Internet, Water)**