



## SBA Paycheck Protection Program Loan Applicant Checklist

Thank you for trusting Zions Bank to assist you in obtaining a loan through the SBA Paycheck Protection Program. Below are the required documents needed to process your loan request:

### APPLICATION

- SBA Paycheck Protection Program Application Form
- Zions Bank SBA Paycheck Protection Program Business Banking Application
- Loan Amount Calculation Form

***For Existing Customers*** - a deposit account must be opened in the same entity name as the business borrower applying for the loan.

***For New Customers*** - a deposit account must be opened for the borrowing business, which requires the following:

- Deposit Account Application (deposit account required)
- Government Issued Identification
- W-9

### BORROWER INFORMATION

- Employers: IRS Form 941 (last 4 quarters) or 2019 IRS Form 944, and 2019 IRS Form 940
- Independent Contractors: IRS Form 1099 for 2019
- Sole Proprietorships: IRS Form 1040, Schedule C
- Payroll/Benefits Information from January 1, 2019 to March 31, 2020<sup>1</sup>, including:
  - Breakdown per employee of gross W-2 wages paid
  - Paid Time Off (PTO) for each employee
  - Vacation Time paid for each employee
  - Sick or Family Medical Leave paid for each employee
  - State and Local Taxes assessed on each employee's compensation
  - Documentation of Health Insurance paid
    - Group Health Plans – include list of participating employees and company owners
  - Documentation of total Retirement Plan Funding paid by Employer

### ENTITY INFORMATION (*New Customers only*)

- Trust: Certificate of Trust or Trust Agreement with Amendments
- Corporation: Articles of Incorporation, By-Laws, Certificate of Entity (form provided)
- Partnership: Partnership Agreement, Articles of Association, Certificate of Limited Partnership
- Limited Liability Company: Articles of Organization and Operating Agreement
- DBA: Fictitious Business Name Statement

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<sup>1</sup> New businesses, defined as businesses started or acquired between January 1, 2020 and February 15, 2020, must submit payroll information from January 1, 2020 through March 31, 2020.