

CARES ACT - PAYCHECK PROTECTION PROGRAM

What you Need to Apply for the Paycheck Protection Program

Documents for PPP Loan. All information is for 2019.

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports.
- Payroll report must show the following for the time period above:
 - Gross wages for each employee, including the officer(s) if paid W-2 wages.
 - Paid time off for each employee.
 - Vacation pay for each employee.
 - Family medical leave pay for each employee.
 - State and Local taxes assessed on the employee's compensation for each employee.
- Documentation showing total of all health insurance premiums paid by the Company Owner under a group health plan.
 - Include all employees and the company owners.
- Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out of their paycheck deferrals).
 - Include all employees, including company owners.
 - 401K plans, Simple IRA, SEP IRAs.

