

1st DRAW DOCUMENT CHECKLIST

PAYCHECK PROTECTION PROGRAM (PPP)

SMALL BUSINESS ADMINISTRATION LOAN APPLICATION



At First Merchants we stand ready to help our customers complete the PPP application process. Below is a list of information needed to process your application. Additional information may be requested in the process of reviewing your application.

☐ **Forms:**

- Loan Application - SBA Form 2483 (1/21) Revised January 8, 2021
- Additional Ownership Information (if applicable). Borrower can supply or a form is available at our Commercial CARES page below.
- Addendum A – Affiliation Form (if applicable). Borrower to supply the form or a form is available at our Commercial CARES page below.
- Addendum B – SBA Economic Injury Disaster Loan (EIDL) Information (if applicable). This is related to question #4 on SBA Form 2483. Bank form is required and is available at our Commercial CARES page below.
- Loan amount justification (Bank can provide a calculator upon request)
- Payroll statement or similar documentation inclusive of 2/15/20 to establish business was in operation on 2/15/20

☐ **Payroll information if you have employees (including Self-Employed with Employees and Partnerships with Employees:**

- IRS 940, 941 or 944 payroll tax reports and State Unemployment Tax reports (SUTA) for the relevant year - 2019, 2020 or the one year period before the date on which the loan is made
- Payroll information showing a breakdown of:
 - Gross wages, commissions or similar compensation; cash tips (do not include wages paid to independent contractors. Those who receive 1099's may apply for their own PPP loan)
 - Vacation
 - Paid time off
 - Paid FMLA, sick or other leave
 - Allowance for separation or dismissal
 - Group healthcare premiums paid under a group health plan including medical, vision and dental
 - Group life and disability premiums
 - Retirement plan funding, 401k, Simple IRA and SEP



☐ **Self-Employed who file a Form 1040 Schedule C, Schedule F or Schedule SE:**

- 2019 or 2020 Form 1040 Schedule C, Schedule F or Schedule SE
- 2019 or 2020 IRS Form 1099-MISC detailing non-employee compensation received (Sch C box 7), invoice, bank statement, or book of record that establishes you are self employed

☐ **Partnerships:**

- 2019 or 2020 Form 1065 Partnership Tax Return with K-1's for all partners

If you have any questions please reach out to your First Merchants Banker or visit us on the web at: www.firstmerchants.com/covid-19/commercial-banking-covid-19-support/cares-act-help-for-small-businesses.