



U.S. Small Business Administration (SBA) Paycheck Protection Program

FFCU Checklist of Documentation Required

To ensure the timely processing of your PPP Loan Application, the following information must be uploaded at the time you apply.

This checklist is broken out into three sections:

- 1) Section one details the documentation you must provide to be eligible for the SBA PPP Loan.
- 2) Section two details the documentation needed to establish a Business Membership with FFCU prior to your application being accepted.
- 3) Section three details the documents you will be asked to complete prior to your approved loan application will be funded.

Section One: Documents Needed to Verify Eligible SBA Loan Amount

- Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year 2020 should be presented. If you are a sole proprietor or independent contractor, please submit your 2019 filed tax return.
- Copies of payroll reports for each pay period for the preceding 12 months. Reports should include gross wages, including PTO. (Which might include vacation, sick, and other PTO). This includes payroll reports through the pay period prior to the SBA PPP Loan.
- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the SBA PPP Loan. Copies of monthly invoices should suffice.
- Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.
- If you are applying for a PPP Second Draw Loan, you must also provide documentation to verify your gross receipts are down at least 25% to be eligible for SBA forgiveness.
- Scanned images of a valid form of primary ID for all applicants or authorized representatives. Acceptable primary IDs are: Drivers License, State ID, Passport



Section Two: Documents Needed to Verify your Identity and Establish Business Membership Prior to Accepting Your Loan Application

To maintain compliance with the U.S. Patriot Act, FFCU is required to gather certain pieces of information to establish your business member relationship.

The documents you are required to share depend on the organizational structure of your business. Refer to the checklist below. Please upload these documents at the time of loan application.

Sole Proprietor

- Assumed Name Certificate if you are using a Doing Business As (DBA) that does not include your full name

Partnerships:

- Tax ID for Partnership
- Partnership Agreement
- Operating Agreement or Bylaws

Corporations:

- Tax ID for Corporation
- Articles of Incorporation
- Certificate of Good Standing from your State of Incorporation

Limited Liability Company (LLC)

- Tax ID for the LLC
- Articles of Organization
- LLC Operating Agreement
- Certificate of Good Standing from your State of Organization

Limited Liability Partnerships

- Tax ID of the Partnership
- Partnership Agreement
- Operating Agreement or Bylaws
- Certificate of Good Standing from your State of Organization

For Illinois companies, Certificate of Good Standing Information can be retrieved from https://www.cyberdriveillinois.com/departments/business_services/corp.html a printout of the report will be sufficient, you do not need to purchase the physical certificate.



Section Three: Documents Needed Prior to Funding Your Approved Loan

To streamline the application process we will ask you to complete the following documents only after we know that your loan has been approved for funding.

These documents will be sent to you electronically and will include any information supplied to date. You will be asked to review and complete any missing fields and provide your signature and the signature of any other business owners or authorized signers.

- New Business Account Card
- New Business Account Resolution
- New Business Account Opening Questionnaire
- PPP Loan Proceeds Disbursement Instruction Form