

Required Documentation by Business Type

Sole Proprietorship, Independent Contractor, Self-employed and Single-Member LLC

With Employees

- SBA Application Form 2483-SD, completed through the Bank's online portal
- SS4 (IRS form showing the entity's EIN number), if applicable
- Copy of current photo ID
- 2019 or 2020 IRS Form 1040 Schedule C, whichever year will be used to calculate the loan amount, or equivalent payroll processing reports
- Form 941 and state quarterly wage unemployment reporting forms from each quarter in 2019 or 2020, whichever year will be used to calculate the loan amount, or equivalent payroll processing reports
- W-2s for all employees earning more than \$100,000.00 or living abroad
- Evidence of retirement or employee group health, life, disability, vision and dental insurance contributions, if applicable
- Payroll statement or similar documentation from the pay period covering February 15, 2020
- Relevant tax forms, or if tax forms are unavailable
- If the requested loan amount is greater than \$150,000.00, documentation evidencing decline in gross receipts of at least 25%

Without Employees

- SBA Application Form 2483-SD, completed through the Bank's online portal
- Copy of current photo ID
- 2019 or 2020 IRS Form 1040 Schedule C, whichever year will be used to calculate the loan amount
- 2019 or 2020 IRS Form 1099-MISC detailing nonemployee compensation, invoice, bank statement or book of record establishing self-employment
- 2020 invoice, bank statement, or book of record on or around February 15, 2020
- If the requested loan amount is greater than \$150,000.00, documentation evidencing decline in gross receipts of at least 25%

Corporations, Partnerships, LLC and Nonprofit

- SBA Application Form 2483-SD, completed through the Bank's online portal
- SS4 (IRS form showing the entity's EIN number), if applicable
- Copy of current photo ID of all owners owning 20% or more of the company
- Organizational Documents (i.e. Articles of Incorporation, Certificate of Existence, Certificate of Organization, Bylaws)
- Form 941 and state quarterly wage unemployment reporting forms from each quarter in 2019 or 2020, whichever year will be used to calculate the loan amount, or equivalent payroll processing reports
- W-2s for all employees earning more than \$100,000.00 or living abroad
- Evidence of retirement or employee group health, life, disability, vision and dental insurance contributions, if applicable
- IRS Form 1065 K-1s for partnerships, if applicable
- If the requested loan amount is greater than \$150,000.00, documentation evidencing decline in gross receipts of at least 25%