

## Paycheck Protection Program Documentation Prep List

### Get prepared for your Paycheck Protection Program (PPP) Loan application!

Use the following checklist to gather the documentation that you need to complete your application.

CARES Act Report

A CARES Act Report is generated straight from your payroll provider, such as ADP or Gusto. This method allows your loan processing team to review your loan quicker. Visit the [SmartBiz Learning Center](#) to learn how your payroll processor can help.

Tax Documents for 2019

Choose a tax document that's easiest for you to provide.  
Your selected tax document will depend on your business's entity type.

Business Type	Tax Documents Required	
S Corporations	Form 1120-S	Form 941
Partnerships and/or LLCs	Form 1065	Form 941
C Corporations	Form 1120	Form 941
Sole Proprietors or Independent Contractors	Form 1040	N/A
Non-profits	Form 990	Form 941 or 944

Quarterly Profit & Loss Statements

Required for loans over \$150,000

Voided Check

You will need to submit a photo or copy of a voided check, front and back, from your business bank checking account.

Driver's License or Passport

You will need a photo or color copy of the front and back of your identification. Taking a photo with your smartphone works well.