PAYCHECK PROTECTION PROGRAM REQUIRED DOCUMENTS	Sole Proprietors w/NO Employees		Sole Proprietors w/Employees		Partnerships		Corporations		Non-Profits	
Per Entity Type www.bsba-ca.org	First Draw	Second Draw	First Draw	Second Draw	First Draw	Second Draw	First Draw	Second Draw	First Draw	Second Draw
PPP Borrower Application (First Draw Loan - Form 2483	×		×		×		×		×	
PPP Borrower Application Loan - Form 2483-SD)		×	•••••	×	••••••	×	•••••	×	•••••	×
Photo ID	×	×	×	×	×	×	×	×	••••••	
Fictitious Business Name Statement (if applicable)	×	×	×	×	••••••	••••••	• • • • • • • • • • • • • • • • • • • •		• • • • • • • • • • • • • • • • • • • •	
Photo ID for Signer			•••••		•••••	•••••	• • • • • • • • • • • •	•••••••	×	×
Minutes and Borrowing Resolution		••••••	•••••		•••••	••••••	•••••	••••••	×	×
Entity Docs (e.g., Business Formation Documents, Articles of Inc.)			×	×	×	*	×	*	×	×
EIDL Note (if applicable)	*	*	*	*	*	*	x	*	×	×
Existing PPP Note (for Second Draw Loans ONLY)		×	•••••	×		×	•••••	x	•••••	x
IRS Form 1040 Schedule C for 2019 or 2020 (whichever is used to calculate the loan) -Schedule F for farmers and ranchers	*	×	•••••	•••••	•••••	••••••	• • • • • • • • • • • • • • • • • • • •	••••••	•••••	•••••
IRS Form 1099-MISC, invoice, bank statement or book of record establishing self-employed status	×	×	•••••	•	•••••	•	• • • • • • • • • • • • • • • • • • • •	••••••	•••••	••••••
IRS Form 990 (or other tax form containing similar information) for 2019 or 2020 (whichever is used to calculate the loan)									*	×
If not included above, 2020 invoice, bank statement or book of record establishing in operation on or around February 15, 2020	×	×							••••	
Documentation supporting 25% reduction in revenue (for Second Draw Loans ONLY)		×		×		•••••	••••		••••	*
2019 IRS Form 1040 with Schedule C (Schedule F for farmers and ranchers) and FYE 2020 P&L OR 2019 calendar quarter P&L and comparable 2020 quarter P&L		×								
Payroll records for FYE 2019 OR FYE 2020 OR 12-month period prior to when the loan is made (if available). IRS Form 1065 (including K-1s) for 2019 or 2020 (whichever is used to calculate the loan), including IRS for 941 and state quarterly wage unemployment tax reporting forms from each quarter in 2019 or 2020, if employees (whichever is used to calculate the loan).					×	*	×	*	×	×
Payroll summary – detailed by employee (if completed by recognizable third-party payroll processor minimal review is necessary –payroll validator)					×	×	×	×		
Documentation to support Health Insurance and Retirement (if applicable). If not received will not obe included in loan calculation. IRS Form 1040 Schedule C line 14 and line 19 OR statement for insurance company and/or retirement company.			×	×						
Documentation to support Health Insurance and Retirement (if applicable). If not received will not obe included in loan calculation. IRS Form 1120 line 24 or IRS Form 1120-S line 18 (Health Insurance) and IRS Form 1120 line 23 or IRS Form 1120-S line 17 (Retirement) OR statement for insurnace company and/or retirement company.							×	×		
Documentation to support Health Insurance and Retirement (if applicable). If not received will not obe included in loan calculation. IRS Form 1065 line 19 (Health Insurance) and Line 18 (Retirement) OR statement for insurnace company and/or retirement company.					*	*	••••			••
Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation)	,								×	×
If not included above, payroll statement or similar documentation from payroll period covering February 15, 2020 establishing in operation on or around February 15, 2020 (if employees) or invoice, bank statement, or book of record for such period (if no employees).			×	×	×		×	×		
Documentation to support 25% reduction in revenue: 2019 IRS Form 1065 and FYE 2020 P&L OR 2019 calendar quarter P&L and comparable 2020 quarter P&L						×				
Documentation to support 25% reduction in revenue: 2019 IRS Form 1120 and FYE 2020 P&L OR 2019 calendar quarter P&L and comparable 2020 quarter P&L								×		
Documentation to support 25% reduction in revenue: 2019 IRS Form 990 and FYE 2020 P&L OR 2019 calendar quarter P&L and comparable 2020 quarter P&L									• • • • • • • • • • • • • • • • • • • •	×