



Paycheck Protection Program Loan Applicant Documentation Checklist

Disclaimer: Workers Credit Union (WCU) is providing this document as a recommendation guideline based on initial guidance provided by the SBA for the Paycheck Protection Program. As additional SBA guidance is provided, WCU will update this form. Note: This list is not all inclusive.

Thank you for trusting Workers Credit union to assist you in obtaining a loan through the SBA's Payment Protection Program. All documentation will need to be submitted/uploaded on the portal: wcu.com/ppp

Borrower Information

- SBA Paycheck Protection Program Application Form from Borrower- First Draw or Second Draw (Filled out through online portal) wcu.com/ppp
- Proof of at least 25% reduction in gross receipts between full years of 2019 and 2020 or comparable quarters of 2019 and 2020 (SECOND DRAW Applicants)
- Third Party Payroll for a twelve-month period
- IRS Payroll Tax Reports: 941's & 940
- IRS Form Misc.1099
- IRS Form1040 Schedule C
- Payroll Documentation from pay period showing business was established and they were in operation and had employees on February 15, 2020
- Bank Statement, Invoice or other book of record establishing the business was in operation on February 15,2020
- Documentation to support outstanding balance of EIDL loan between less advances 1/31/2020 and 4/3/2020 (If applicable)
- Entity Documents:
 - Articles of Incorporation (Corp.)/Organization (LLC);
 - Partnership/Operating Agreement;
 - DBA Certificate (If applicable)
 - Supporting schedules/resolutions for any borrowing entity or corporate guarantor
 - By laws
- Certification of Beneficial Owners Form: (Form to be provided) - On the Workers Credit Union PPP website
- Business Member Questionnaire Form: (Form to be provided) - On the Workers Credit Union PPP website
- Copy of Drivers Licenses