



Care Act Paycheck Protection Program (PPP) Required Documentation Checklist

Disclaimer: Workers Credit Union is providing this document as a recommendation guideline only based on the very fluid guidance being provided by SBA for this Program.

As SBA guidance is provided, we will provide updates to this form. Additional documentation may be required as part of a PPP application.

- SBA Form 2483 [Paycheck Protection Program Application](#)
- Payroll processor records, 941 payroll tax filings, Form 1099-Misc or other such documentation for the recent 12 months.
- Documentation to support outstanding balance of EIDL loan between 1/31/2020 and 4/3/2020, less advances
- Entity Documents – Certification of Formation & Bylaws/Operating Agreement
- Copy of Driver's License
- [Certification of Beneficial Owners Form](#)
- [Customer Due Diligence Form](#)