

1. Tax Return
 - The final 2019 business tax return is required.
 - If your business was not in operations in 2019, the draft or final 2020 business tax return is required.
 - You may opt to calculate the payroll costs from 2020 instead of 2019. In that case, supply both the final 2019 tax return and your draft or final 2020 tax return.
2. Payroll Documentation
 - Businesses with Employees (all the following):
 - Form 940, Forms 941, or W-3
 - W-2 forms or payroll processor record
 - (Optional) State/local unemployment tax quarterly reports
 - (Optional) Group health insurance invoices and proof of payment
 - (Optional) Proof of retirement plan contributions
 - Businesses without Employees (one of the following):
 - 2019 IRS Form 1099-MISC
 - 2019 Invoice
 - 2019 Bank statement
 - Book of record establishing you were self-employed in 2019.
3. Proof of Operations Around February 15, 2020 (one of the following):
 - Payroll processor record for the pay period that includes February 15, 2020.
 - Business bank statement for February 2020
 - Invoice on or after February 15, 2020
 - Book of record establishing you were in operations on February 15, 2020.
4. Certification of Beneficial Ownership
 - List all owners with **20%** or more share of the business.
5. Business Formation Document (all that apply):
 - Articles of Incorporation/Organization
 - Bylaws
 - Partnership Agreement
 - Non-Profit Bylaws
 - 501(c)(3) or 501(c)(6) Evidence
6. Photo Identification (one of the following):
 - Driver license
 - Passport or Certificate of Naturalization
 - Lawful Permanent Resident Card (both sides)
7. Voided Check from Bank Account that loan will be deposited into.
8. SBA Application – **First and Second Draw Applicants**
 - SBA Form 2483
 - SBA Form 2483-Second Draw
9. Proof of 25% Revenue Reduction – **Second Draw Applicants Only** (one of the following):
 - Compare gross receipts from any quarter in 2020 to the same quarter in 2019.
 - Compare the annual 2020 gross receipts to the annual 2019 gross receipts.
 - (If not operating in 2019) Compare gross receipts from any quarter in 2020 to Q1 2020.
10. Proof First Draw PPP Loan Funds Used – **Second Draw Applicants Only** (one of the following):
 - Email confirmation from your lender that your forgiveness application has been submitted to SBA.
 - SBA Notice of Forgiveness Confirmation Letter

Disclaimer

We (CFO Services Group, Inc.) are assisting you in gathering documents for the purposes of submitting a Paycheck Protection Program ("PPP") loan and helping to answer any general frequently asked questions of which answers are generally available to the public.

We are NOT submitting the actual Paycheck Protection Program ("PPP") loan application for you. Nor are we responsible for any of the information that you include in your application.

By participating in this clinic/workshop, you hereby absolve CFO Services Group of any liability regarding this loan application.

The sessions will also be recorded for quality control purposes.

