



Small Business Administration: Payment Protection Program, First Draw

Business Name _____

Contact Person _____

Phone Number _____ Email _____

Payment Protection Program Application Checklist:

- ♦ [Complete SBA Form 2483 Payroll Protection Program Application Form](#)
- ♦ Excel Spreadsheet with payroll costs (spreadsheet is attached)
- ♦ Payroll Expense Verification documents (from payroll processor)
- ♦ Company Organizational Documents
 - For Limited Liability Companies (LLC)
 1. Articles of Organization
 2. Certificate of Organization
 3. Operating Agreement (we are lenient if you are a sole member LLC)
 4. IRS Verification of EIN
 5. List of members, names, and % ownership (if not contained within the operating agreement)
 - For Corporations
 1. Articles of Incorporation
 2. Certificate of Incorporation
 3. By-Laws
 4. IRS Verification of EIN
 5. List of Officers: Names and Titles

(Continued on next page)

- ♦ Required Financials: 2018 and 2019 tax returns, as well as preliminary 2020 financials, must be provided. If 2020 financials are not available, please include YTD interims.
- ♦ Tax Identification Number
- ♦ Verification of Tax ID number (first page of federal tax returns)
- ♦ Owner's Drivers Licenses
- ♦ [Credit Report Consent Form](#)
- ♦ [Beneficial Ownership](#)

ADDITIONAL RESOURCES

Updated First Draw Forms

- [Form 2483 – First Draw Borrower Application](#)

Second Draw Forms

- [Form 2483-SD – Second Draw Borrower Application](#)

Guidance & Resources

- An [interim final rule](#) on the amended PPP.
 - An [interim final rule](#) on second-draw PPP loans.
 - [Guidance](#) for minority-, underserved-, veteran- and women-owned businesses.
 - [Top-Line Overview of First Draw PPP Loans](#)
 - [Top-Line Overview of Second Draw PPP Loans](#)
 - [Procedural Notice – Modifications to SBA Forms 3506, 3507 and 750 CA \(PPP only\)](#)
 - [Procedural Notice - SBA Procedural Notice on Repeal of EIDL Advance Deduction Requirement](#)
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