

PAYCHECK PROTECTION PROGRAM (PPP) CHECKLIST

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The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll.

HAVE READY:

- Average monthly payroll dollars and documentation showing such
- Number of full-time equivalent jobs and documentation showing such
- List of all businesses which applicant business or owner also owns or has common management interest
- Tax documents

BE PREPARED TO PROVIDE WHEN DUE:

- Documentation showing payroll dollars, number of full-time equivalent employees, covered mortgage interest payments, covered rent payments and covered utilities for the 8-week period following the loan approval