

## Paycheck Protection Program Application: Documentation Checklist

Farm Bureau Bank is pleased to participate in the Paycheck Protection Program. Please use the checklist below as a guide for required documents to be used and uploaded as part of the online application process. Process questions can be directed to [sbaloans@farmbureaubank.com](mailto:sballoans@farmbureaubank.com).

- Provide a clear copy - front and back - of the *valid Driver's License* or **government issued identification** for each person with 20% or more ownership and/or the Individual with Control is required if you are not a Farm Bureau Bank client
- Complete and upload Farm Bureau Bank's **Beneficial Owner Certification** if you are applying on behalf of a company that is owned ( $\geq 20\%$ ) by another company. One form must be completed for each company with a 20% or more ownership position in the applicant business. Sections A, C and D must be completed by all applicants; Section B also should be completed for any person or entity with 20% or more direct company ownership. Each form must be signed by any person with 20% or more ownership or the designated Individual with Control. To download, [click here](#).
- Supply 2019 or 2020 **Payroll Verification** to support your loan amount calculation on the application:
  - *Sole Proprietors/Independent Contractors:*
    - Without employees: IRS Form 1040 Schedule C
    - With eligible employees: Add IRS Form 941 for each quarter plus state quarterly wage unemployment insurance reporting (or payroll processor records or IRS Wage and Tax Statements) and documentation to substantiate retirement and insurance contributions
    - You must also provide IRS Form 1099-MISC detailing nonemployee compensation received (box 7), IRS Form 1099-K, invoice, bank statement, or book of record establishing you were self-employed in 2019 if that is your base year, and a 2020 invoice, bank statement, or book of record establishing you were in operation on February 15, 2020
    - Self-employed **Ranchers/Farmers** should supply IRS Form 1040 Schedule 1 and F in lieu of Schedule C and IRS Form 943 in addition to, or instead of, IRS Form 941, as applicable
  - *Partnerships:*
    - Without employees: IRS Form 1065 (including K-1s)
    - With eligible employees: Add IRS Form 941 for each quarter plus state quarterly wage unemployment insurance reporting (or payroll processor records or IRS Wage and Tax Statements) and documentation to substantiate retirement and insurance contributions
  - *Businesses (LLCs, Corporations, eligible nonprofit religious institutions, Veteran organizations & tribal businesses):*
    - IRS Form 941 for each quarter plus state quarterly wage unemployment insurance reporting (or payroll processor records or IRS Wage and Tax Statements)
    - IRS Form 1120 or 1120-s (Corporations) or other documentation to substantiate retirement and insurance contributions

### Important Notes:

- An applicant may provide IRS Form W-2s and IRS Form W-3 or payroll processor reports, including quarterly and annual tax reports, in lieu of IRS Form 941
- Small businesses that file an annual IRS Form 944 or agricultural employers that file an annual IRS Form 943 should rely on and provide IRS Form 944 or 943 in lieu of IRS Form 941
- An applicant may provide records from a retirement administrator to document employer retirement contributions and records from a health insurance company or third-party administrator for a self-insured plan to document employer health insurance contributions

## Paycheck Protection Program Checklist - Continued

- Provide **Validation of Operation through February 15, 2020**. If IRS Form 941 for the 1st Quarter of 2020 is used as payroll verification, it fulfills this requirement. Otherwise, a payroll statement or similar records must be provided to establish you were in operation and had employees on that date. For businesses without employees, you can supply a copy of your business bank statement showing detailed business activity on/after February 15, 2020, a paid business invoice and/or cancelled/cleared check (copies of front and back).
  
- For 2<sup>nd</sup> Draw PPP requests only*, prepare **Substantiation of 25% Reduction in Gross Receipts** for any calendar quarter in 2020 vs. same quarter 2019 (or complete year 2020 vs. complete year 2019). Only one of the following sets of information is necessary:
  - Applicable **quarterly financial statements** for the business - if statements are not audited, you must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy
  
  - **Quarterly or monthly bank statements** for the business showing deposits from the relevant quarters. You must annotate which deposits listed on the bank statement constitute gross receipts (e.g., payments for purchases of goods and services) and which do not (e.g., capital infusions)
  
  - **Annual IRS income tax filings of the entity** (required if using an annual reference period). If a 2020 tax return has not yet been filed, you must fill out the return forms, compute the relevant gross receipts value, sign and date the return, and attest that the values that enter into the gross receipts computation are the same values that will be filed on the entity's tax return

### **Important Notes:**

Submission of this documentation must clearly identify both reference periods (either quarterly or annually), must contain gross receipts for both periods, and support the amounts provided and is required as follows:

- **2<sup>nd</sup> Draw PPP Loan amount > \$150,000:** You must provide documentation substantiating the reduction in gross receipts at time of application
  - **2<sup>nd</sup> Draw PPP Loan amount < \$150,000:** You must provide documentation substantiating the reduction in gross receipts before/at the time you seek loan forgiveness (or upon SBA request)
- 
- Provide **Funding Account Information** to identify the account into which you would like the proceeds deposited. This information will be requested with the loan document package sent to you for electronic signature
  
  - Provide **Additional Required Documentation** (see next page), if applicable

**Paycheck Protection Program Checklist - Continued**



**Request for Business Documentation**

The additional documentation below is required for any business that does not have an open and active deposit account or loan with Farm Bureau Bank:

Business Type	Additional Documentation Required
<p><b>Sole Proprietorship</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Certification of Sole Proprietorship</li> <li>• Certificate of Assumed/Trade Name</li> <li>• Fictitious Name Certificate</li> </ul>
<p><b>DBA – Doing Business As</b></p> <p><i>Note: If DBA refers to a separate business entity, provide supporting business documentation, TIN verification, Beneficial Ownership Certification &amp; Supplemental Business Information for that entity.</i></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Fictitious Name Certificate</li> <li>• Certificate of Assumed/Trade Name</li> <li>• Certification of Sole Proprietorship</li> </ul>
<p><b>General Partnership</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Partnership Agreement</li> <li>• State License or Permit</li> </ul>
<p><b>Limited Partnership</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Limited Partnership Agreement</li> <li>• Certificate of Registration/Filing (<i>Secretary of State</i>)</li> </ul>
<p><b>Limited Liability Partnership (LLP)</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Limited Partnership Agreement</li> <li>• Certificate of Registration/Filing (<i>Secretary of State</i>)</li> </ul>
<p><b>Limited Liability Company (LLC)</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Certificate of Formation/Articles of Organization</li> <li>• Certificate of Filing (<i>Secretary of State</i>)</li> </ul>
<p><b>Corporation</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Articles of Incorporation / Certificate of Incorporation</li> <li>• Certificate of Filing (<i>Secretary of State</i>)</li> </ul>
<p><b>Unincorporated Association</b></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Articles of Association or other organizing document</li> <li>• By-laws</li> </ul>
<p><b>Eligible Non-Profit</b></p> <p><i>Note: 501(c)(5) organizations are NOT eligible for the program</i></p>	<p><b>One</b> of the following:</p> <ul style="list-style-type: none"> <li>• Supporting business documentation requirements based on entity type (e.g. corporation or unincorporated association)</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• IRS Determination Letter/501(c)(3) Letter</li> </ul>