**Small Business Administration
Paycheck Protection Program (“PPP”)
Supporting Document Checklist**

To help ensure timely processing of your PPP loan, please provide the following documents:

□ Completed Paycheck Protection Program Application Form, including initialing and signing where indicated.

□ Payroll Costs Supporting Documentation

□ Payroll reports from January 1, 2019 and ending on your most recent payroll date. The payroll reports should include the following information for each W-2 officer or employee:

□ Gross wages (including salary, commissions and tips)

□ Paid time off

□ Vacation pay □ Family medical leave

□ State and local taxes

□ Documentation showing the total amount of premiums and costs paid for group health care benefits from January 1, 2019 and ending on your most recent payroll date.

□ Documentation showing the total amount of retirement plan funding paid by the company during the period from January 1, 2019 and ending on your most recent payroll date, including under 401K plans, Simple IRAs, SEP IRAs and other retirement plans.

□ 2019 IRS Quarterly Payroll Tax Reports (form 940, 941 or 944), as applicable.

□ All 1099s issued to independent contractors for 2019 and amounts paid to independent contractors and amounts paid to independent contractors from January 1, 2020 through your last payroll period.

\* Evolving SBA loan guidance may require additional information.

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