



SBA Paycheck Protection Program Loan – Documentation Requirements **(For business borrowers that did not receive a PPP loan in 2020)**

Documents to be provided if your business is an incorporated entity:

- Completed, Signed Payroll Protection Program Application
- Beneficial Ownership Form
- Owner Demographics Form (include mobile phone number of the authorized signer on the loan documents)
- Articles of Incorporation or Organization, Bylaws, Operating Agreement
- Payroll Expense Verification Documents to include:
 - All Four IRS Quarterly Form 941 filings for 2019 or 2020 (whichever year you wish to use)
 - Payroll Summary Report for November and December 2019 or 2020 (whichever year you wish to use) with corresponding monthly financial institution account statements
- Twelve-month income statement for the year ending December 31, 2020
- Most recent mortgage or rent statement **for your business address** (only if you are going to use a portion of your loan proceeds for non-payroll costs)
- Most recent utility bills (Electric, Gas, Telephone, Internet, Water) **for your business address** (only if you are going to use a portion of your loan proceeds for non-payroll costs)
- A copy of a valid Driver's License of **the authorized signer of the loan documents**
- A copy of a recent utility bill for the home address of **the authorized signer of the loan documents**
- Click [here](#) to access our secure email site to submit your document package. Please e-mail the package to biz@pathwayscu.com or call us at 614-416-7588, x8135 with questions.

If you are an unincorporated sole proprietor, self-employed, or a subcontractor, please submit:

- A Completed, Signed Payroll Protection Program Application
 - Payroll Expense Verification Documents to include:
 - Filed 2019 IRS Form 1040 Schedule C (Profit or Loss From Business) OR
 - Completed 2020 IRS Form 1040 Schedule C (Profit or Loss From Business)
 - A December 2020 financial institution bank statement reflecting account activity in conjunction with your business
 - A copy of your valid Driver's License
 - Your mobile phone number
 - Click [here](#) to access our secure email site to submit your document package. Please e-mail the package to biz@pathwayscu.com or call us at 614-416-7588, x8135 with questions.
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