



## **SBA Paycheck Protection Program Second Draw Loan – Documentation Requirements if your first PPP loan was NOT with Pathways**

*\*To be eligible for the second draw PPP loan, you will need to have least a 25% decrease in revenue from comparable quarters in 2019 and 2020. If you cannot show a 25% decrease in revenue, you will not be able to apply for a second draw PPP loan.*

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

- Completed, Signed Payroll Protection Program Application (Please be sure to include the first draw SBA PPP loan number as well as the exact loan amount)
- Completed Owner Demographics Form
- Completed Beneficial Ownership Form
- Documentation to show reduction in gross receipts by 25%. Please provide either of the following:
  - Corporate Tax Returns for 2019 and 2020 (1120, 1120S, 1065, 990), or
  - 2019 and 2020 comparable quarterly income statements or 2019 and 2020 monthly income statements from your financial accounting software, or
  - Comparable monthly bank statements for a specific same quarter in 2019 and 2020
- 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
- Most recent mortgage or rent statement **for your business address** (not applicable for payroll only applications)
- Most recent utility bills (Electric, Gas, Telephone, Internet, Water) **for your business** (not applicable for payroll only applications)
- A copy of a valid Driver's License of **the authorized signer(s) of the loan documents**
- A copy of a recent utility bill for the home address of **the authorized signer(s) of the loan documents**
- The mobile phone number of **the authorized signer(s) of the loan documents**
- Click [here](#) to access our secure email site to submit your document package. Please email your package to [biz@pathwayscu.com](mailto:biz@pathwayscu.com) or call us at 614-416-7588, x8135 with questions.