



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 decrease in revenue, you will not be able to apply for a second draw PPP loan.*

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

- A 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
- Payroll Expense Verification Documents to include:
 - Filed copy of 2019 IRS Form 1040 Schedule C (Profit or Loss from Business) **OR**
 - A completed copy of 2020 IRS Form 1040 Schedule C (Profit or Loss from Business)
 - December 2020 financial institution statement reflecting account activity in conjunction with your business.
- Documentation to show reduction in gross receipts by 25%. Please provide either of the following:
 - 2019 and 2020 comparable quarterly income statements or 2019 and 2020 monthly income statements from your financial accounting software
 - Comparable monthly bank statements for a same specific quarter in 2019 and 2020
- 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 email your package to biz@pathwayscu.com or call us at 614-416-7588, x8135 with questions.