

# THE BOUTIQUEHUB

## PPP- Paycheck Protection Program (Aka The Cares Act) What you need to properly apply

### Paycheck Protection Program Application -

<https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf>

#### A. Financial Information

- a. Most recent tax Return (2018 or 2019)
- b. Year to Date -Profit and Loss and a Balance Sheet - dated February 15th 2020

#### B. Business Ownership Documents:

- a. Authorization documents
- b. Articles of Incorporation
- c. Business Licenses

#### C. Brief description of how Covid -19 has impacted your business

#### D. Payroll and Employee Related Expenses

- a. payroll reports by month (in total and by employee) for 2019 indicating which employees are full-time in which employees are part-time
- b. payroll reports by pay period (In total and by employee) for January through March of 2020 indicating which employees are full-time and which are part time
- c. Compensation to any one employee in excess of \$100,000 for the prior 12 months
- d. copies of quarterly 941 reports and state unemployment reports for all of 2019 and First Quarter of 2020
- e. Copy of 2019 940 report
- f. 2019 W-2s for all employees
- g. Payments for group health insurance premiums, from April 1st 2019 to March 31st 2020
- h. Payments to or income of a sole proprietor or independent contractor that is a wage compensation, income, net earnings from self-employment or similar compensation from April 1st 2019 to March 31st 2020
- i. 1099 for 2019 for independent contractors that would otherwise be an employee of your business. Do NOT include 1099 for services.
- j. Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out of their paycheck deferrals)
  - i. Include all employees, including company owners
  - ii. 401K plans simple IRA set IRS