



BUSINESS RECOVERY PROGRAM

Paycheck Protection Program

LOAN CHECKLIST

In preparation to complete your **Paycheck Protection Program** application, HPP is in need of specific business documents and records. All documents and completed forms below need to be added to HPP's SmartVault secure portal.

BUSINESS DOCUMENTATION & FORMS - Direct Upload

- PPP Application Form - **Form 2483**
- Detailed Payroll Schedule** - For periods: Full Year 2019 and Jan 1, 2020 – Feb 29, 2020. Broken down monthly with all detailed information on the number of employees, wage, salaries and taxes included
- Provide proof of monthly group **health insurance premiums** for 2019
- Provide proof of any payments made to employees for **separation pay** to be carried forward into 2020
- Copies of **driver's licenses** for 20% or more ownership
- Employers Quarterly Federal Tax Return - **SBA Form 941**
- If applicable: Provide information on the refinancing of any EIDL loan debt that you intend to wrap into the PPP loan application (if you are intending on using EIDL for payroll, you must roll over)

ADDITIONAL INFORMATION NEEDED FOR APPLICATION

- Date business established is mandatory
- Have you or any business owned or controlled by you ever obtained an SBA loan prior to this request? (Answer is Yes or No)
- Is any member or employee of the business enterprise part of the Small Business Advisory Council? (Answer is Yes or No)
- Is a Government employee having a Grade 13 or higher a part of this business enterprise? (Answer is Yes or No)
- Is any member of Congress or an appointed official a part of the business enterprise (answer is Yes or No)?

Please be in touch with your HPP Business Recovery Specialist if you have any difficulty in collecting and answer the above.

NEXT STEPS: Please use your individualized SmartVault link that was provided to you to upload each requirement above into its designated folder.