

As we have received more information related to the SBA's Paycheck Protection Program, we have updated our checklist to include important new information and expedite the process. Pioneer Realty Capital, will continue to monitor guidelines from the Small Business Administration and the United States Department of the Treasury. We appreciate your business, and we look forward to working with you as a valued customer of PRC. Your application can be processed within 8 hours once all documents are received. **We are here to help. Call 877-350-9416 to speak to an expert.**

## FOR EMPLOYERS

- SBA Application filled out and signed (*original signature*)
- 2019 IRS Quarterly 940, 941, or 944 payroll tax reports
- 2019 Payroll reports and supporting documentation
- Documentation supporting payroll costs paid and payroll taxes paid for the period on or around February 15, 2020

### ***Must Include All Eligible Expenses***

- Gross Wages for each employee, including officer(s) if paid W-2 wages
- Paid time off for each employee
- Vacation pay for each employee
- Must have detailed payroll information for each employee
- Family Medical Leave pay for each employee
- State and local taxes assessed on an on an employee's compensation
- Must include a unique identification # (*does not have to include name or SSN*)
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan (*that includes all employees and the company owners*)
- Document the sum of all retirement plan funding that was paid by the company owner(s) (*do not include funding that came from employees out of their paycheck deferrals*)
- Include all employees and the company owners
- Include 401(k) plans, Simple IRAs, SEP IRAs
- Maximum Loan Amount Calculator
- Verification of Good Standing from the Secretary of State
- Entity Documents – i.e. Articles of Incorporation, Amendments to the Articles, Borrowing Resolutions, Operating Agreement/Bylaws, etc.

## **FOR SOLE PROPRIETORS, SELF-CONTRACTORS, OR SELF EMPLOYED INDIVIDUALS**

- SBA Application filled out and signed (*original signature*)
- 2019 IRS Quarterly 940, 941, or 944 payroll tax reports
- 2019 Tax return or statement of profit and loss
- 2019 Payroll Expense documentation
- Documentation supporting payroll expense for the period on or around February 15, 2020

### ***Must Include All Eligible Expenses***

- Gross Wages for each employee, including officer(s) if paid W-2 wages
- Paid time off for each employee
- Vacation pay for each employee
- Must be at the employee level (info required for EVERY employee)
- Family Medical Leave pay for each employee
- State and local taxes assessed on an employee's compensation
- Copy of all 1099s to be considered
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan (*that includes all employees and the company owners*)
- Document the sum of all retirement plan funding that was paid by the company owner(s) (*do not include funding that came from employees out of their paycheck deferrals*)
- Include all employees and the company owners
- Include 401(k) plans, Simple IRAs, SEP IRAs
- Maximum Loan Amount Calculator
- Verification of Good Standing from the Secretary of State
- Entity Documents – i.e. Articles of Incorporation, Amendments to the Articles, Borrowing Resolutions, Operating Agreement/Bylaws, etc.