

# SMALL BUSINESS ADMINISTRATION PAYCHECK PROTECTION PROGRAM 2.0

## DOCUMENTATION CHECKLIST

**Before you start your application, please gather the following documents:**

*Note: If you have previously received SBA PPP funding from Fidelity Bank | Oklahoma Fidelity Bank and are using the same 2019 payroll calculations, we have all of your required payroll documentation.*

- 2019 or 2020 IRS Quarterly 940, 941, 944 payroll tax reports
- Payroll reports for 2019 or 2020
  - Gross wages for each employee, including officer(s) if paid W-2 wages
  - Paid time off for each employee
  - Vacation pay for each employee
  - Family medical leave pay for each employee
  - State and local taxes assessed on an employee's compensation
  - W-2 register to calculate employee compensation over \$100,000
- 2019 or [2020 IRS Form 1040 Schedule C, Form 941](#). Click to download 2020 PDF (applicable to 1099 contractors and sole proprietors only).
- Documentation showing total of all Health Insurance Premiums paid by the Company under group plan in 2019 or 2020
- Document the sum of all Retirement Plan funding that was paid by company owner(s) only in 2019 or 2020 (401k, Simple IRA, etc.)
- Documentation substantiating a 25% revenue reduction, comparing a quarter in 2020 vs the comparable quarter in 2019. If quarterly documentation is unavailable, documentation substantiating a 25% annual revenue reduction in 2020 vs 2019 may be accepted.

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For clients who currently DO NOT have a lending relationship with Fidelity Bank | Oklahoma Fidelity Bank, please provide the information above PLUS the following:

- Copy of most recent tax return, including all schedules
- Business formation documents (Articles of Formation/Organization, etc. filed with Secretary of State)
- Bylaws, Operating Agreement or equivalent