

Outlined below is a list of the items we understand will be needed to process your PPP loan request that is subject to change with final SBA guidance:

- Completed CFB Commercial Credit application;
- Completed CFB Personal Financial Statement;
- Completed SBA PPP application;
- Complete copies of corporate tax returns and/or accountant-prepared financial statements for most three fiscal year ends, if applicable;
- Complete copies of personal tax returns for the most recent three tax years from for-profit entities of each owner/Guarantor;
- Completed and signed IRS 4506-T Tax Transcript Forms on the business/organization as well as one for each principal owner;
- Articles of Incorporation/Organization of each borrowing entity;
- Completion of CFB's Certification of Beneficial Owners of Legal Entities Form
- By-Laws/Operating Agreement of each borrowing entity;
- Copies of driver's licenses of all owners/Guarantors/authorized signers;
- Payroll expense verification documents to include:
 - IRS Quarterly 940, 941 and 944 payroll tax reports;
 - Payroll Summary Report for 2019 and YTD 2020 (to include a listing of compensation of an individual employee that is in excess of \$100,000 annual salary) with corresponding bank statement;
 - If a Payroll Summary Report is not available, employee pay stubs as of February 15, 2020 (or corresponding period) with corresponding bank statement; and
 - Breakdown of payroll benefits (vacation, allowance for dismissal, group healthcare benefits, retirement benefits, etc.).
- Self-employed individuals, independent contractors and sole proprietors – payroll tax filings for 2019 and YTD 2020, 1099-Miscellaneous Forms and 2019 and YTD 2020 income and tax expenses;
- Certification that all employees live within the United States. If any do not, provide a detailed list with corresponding salaries of all employees residing outside of the United States;
- Trailing 12-month profit and loss statement and balance sheet (3/31/2019 – 3/31/2020 compared to 3/31/2018 - 3/31/2019) that should be reflected

as a comparison to the prior period (as of the date of application) for all applicants;

- Most recent mortgage statement or rent statement (copy of executed lease); and
- Most recent utility bills (electric, gas, telephone, internet, water).

CFB's credit underwriting process will not be initiated or any information submitted to the SBA by our SBA loan processing partner until we are in receipt of all items required in this checklist.

Please note that there may be additional questions that may arise during CFB's credit underwriting process as well as the need for other required documents.