

# SBA PAYCHECK PROTECTION PROGRAM

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LOAN APPLICATION PROCESS  
AND LENDISTRY PORTAL GUIDE

# DOCUMENTS NEEDED TO APPLY

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CORPORATION

# BEFORE YOU BEGIN (CORPORATION)

Review our SBA PAYCHECK PROTECTION PROGRAM LOAN SMALL BUSINESS GUIDE on pages 6-10 to get acquainted with the loan and its requirements. You can also download the guide [here](#).

Prep **ALL** your documents **before** starting your SBA PPP Loan Application for **Corporations**.

You will not be able to complete your application unless **ALL** required documents have been uploaded. To help you stay organized, use the following checklist to make sure you have everything you need.

## REQUIRED DOCUMENTS CHECKLIST FOR CORPORATIONS

PAYROLL DOCUMENTATION	
12 months Payroll summary including wages and state taxes paid	
Q1 2020 payroll summary including wages and state taxes paid	
2019/2020 Group Health benefits paid by the company	
2019/2020 Retirement Benefits paid by the company	
2019/2020 IRS form 940 and IRS form 941	
*Sole Proprietors – 1099 + proof of payroll records	
CORPORATE DOCUMENTS (BASED ON CORPORATION TYPE)	
Articles of Incorporation, Bylaws, and Fictitious business name (S or C Corp)	
Articles of Organization, Operating Agreement, Fictitious Business Name (LLC/LLP)	
Fictitious Business Name, and Partnership Agreement (Partnership)	
Fictitious Business Name (Sole Prop)	
SBA PPP APPLICATION	
SBA Form 2483	
Addendum A & B if needed	
Additional Owners over 20% if needed	
Last years Business Tax returns	
TAX RETURN DOCUMENTATION	
2019 Business Tax Return (OR)	
2018 Business Tax Return & 2019 FYE Financial Statement	
PHOTO ID	
Photo ID of Authorized Representative on PPP Application	

# DOCUMENTS NEEDED TO APPLY

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SOLE PROPRIETORS

# BEFORE YOU BEGIN (SOLE PROPRIETOR)

Review our SBA PAYCHECK PROTECTION PROGRAM LOAN SMALL BUSINESS GUIDE on pages 6-10 to get acquainted with the loan and its requirements. You can also download the guide [here](#).

Prep **ALL** your documents **before** starting your SBA PPP Loan Application for **Sole Proprietors**.

You will not be able to complete your application unless ALL required documents have been uploaded. To help you stay organized, use the following checklist to make sure you have everything you need.

## REQUIRED DOCUMENTS CHECKLIST FOR SOLE PROPRIETORS

FINANCIALS NEEDED	
<b>NO EMPLOYEES</b>	
2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)	
1099-MISC detailing nonemployee compensation received (box 7), invoice, bank statement or book of record that establishes you are self-employed.	
2020 invoice, bank statement or book of record to establish you were in operation on or around 2-15-20	
<b>WITH EMPLOYEES</b>	
2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)	
Form 941 (or other tax form or equivalent payroll processor records containing similar information as Form 941)	
State Quarterly wage unemployment insurance tax reporting forms from Each quarter in 2019 (or Equivalent payroll processor records)	
Documentation supporting retirement	
Payroll statement or similar documentation from the pay period that covered 2-15-20	
CORPORATE DOCUMENTS (BASED ON CORPORATION TYPE)	
Fictitious Business Name (if applicable)	
<b>SBA PPP APPLICATION</b>	
SBA Loan Application	
<b>PHOTO ID</b>	
Photo ID of Authorized Representative on PPP Application	

# SBA PPP LOAN RESOURCE GUIDE

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## All Small Businesses Eligible

Small businesses with 500 or fewer employees—including nonprofits, veteran's organizations, tribal concerns, self-employed individuals, sole proprietorships, and independent contractors—are eligible. Businesses with more than 500 employees are eligible in certain industries.

**In addition, some special rules may make your eligible:**

- If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis

**REMEMBER:** The 500-employee threshold includes all employees: full-time, part-time, and any other status.

## WILL LOANS BE FULLY FORGIVEN?

Funds are provided in the form of loans that will be fully forgiven when used for payroll costs, interest on mortgages, rent, and utilities (due to likely high subscription, at least 75% of the forgiven amount must have been used for payroll).

Loan payments will also be deferred for six months. No collateral or personal guarantees are required. Neither the government nor lenders will charge small businesses any fees.

### You must keep employees on the payroll—or rehire quickly

Forgiveness is based on the employer maintaining or quickly rehiring employees and maintaining salary levels. Forgiveness will be reduced if full-time headcount declines, or if salaries and wages decrease.



## WHAT LENDERS WILL NOT LOOK FOR

- That the borrower sought and was unable to obtain credit elsewhere.
- A personal guarantee is not required for the loan.
- No collateral is required for the loan.
- There is no minimum credit score required

# HOW MUCH CAN I BORROW?

Loans can be up to 2.5 x the borrower's average monthly payroll costs.



## HOW DO I CALCULATE MY MONTHLY AVERAGE PAYROLL COST?

$$\text{Sum of INCLUDED Payroll costs} - \text{Sum of EXCLUDED Payroll costs} = \text{PAYROLL COSTS}$$

### INCLUDED PAYROLL COST

**For Employers:** The sum of payments of any compensation with respect to employees that is a:

- salary, wage, commission, or similar compensation;
- payment of cash tip or equivalent;
- payment for vacation, parental, family, medical, or sick leave
- allowance for dismissal or separation
- payment required for the provisions of group health care benefits, including insurance premiums
- payment of any retirement benefit
- payment of state or local tax assessed on the compensation of the employee

### EXCLUDED PAYROLL COST

1. Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
2. Payroll taxes, railroad retirement taxes, and income taxes
3. Any compensation of an employee whose principal place of residence is outside of the United States
4. Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116-5127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act



## NON SEASONAL EMPLOYERS

**Maximum loan =**  
 $2.5 \times \text{Average total monthly payroll costs incurred during the year prior to the loan date}$

**For businesses not operational in 2019:**  
 $2.5 \times \text{Average total monthly payroll costs incurred for January and February 2020}$



## SEASONAL EMPLOYERS

**Maximum loan =**  
 $2.5 \times \text{Average total monthly payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019}$

# WILL THIS LOAN BE FORGIVEN?

Borrowers are eligible to have their loans forgiven.

## HOW MUCH?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet) For borrowers with tipped employees, additional wages paid to those employees

The loan forgiveness cannot exceed the principal.

## HOW COULD THE FORGIVENESS BE REDUCED?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:



### REDUCTION BASED ON REDUCTION OF NUMBER OF EMPLOYEES

**PAYROLL COSTS**  
(calculated on page 3)



Average Number of Full-Time Equivalent Employees (FTEs) Per Month for the 8-Weeks Beginning on Loan Origination



#### Option 1:

Average number of FTEs per month from February 15, 2019 to June 30, 2019

#### Option 2:

Average number of FTEs per month from January 1, 2020 to February 29, 2020

#### For Seasonal Employers:

Average number of FTEs per month from February 15, 2019 to June 30, 2019



### REDUCTION BASED ON REDUCTION OF NUMBER OF EMPLOYEES

**PAYROLL COSTS**  
(calculated on page 3)



For any employee who did not earn during any pay period in 2019 wages at an annualized rate more than \$100,000, the amount of any reduction in wages that is greater than 25% compared to their most recent full quarter.

## WHEN CAN I APPLY?

The week of April 6th, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.

Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.

# SUBMITTING YOUR PPP APPLICATION WITH LENDISTRY

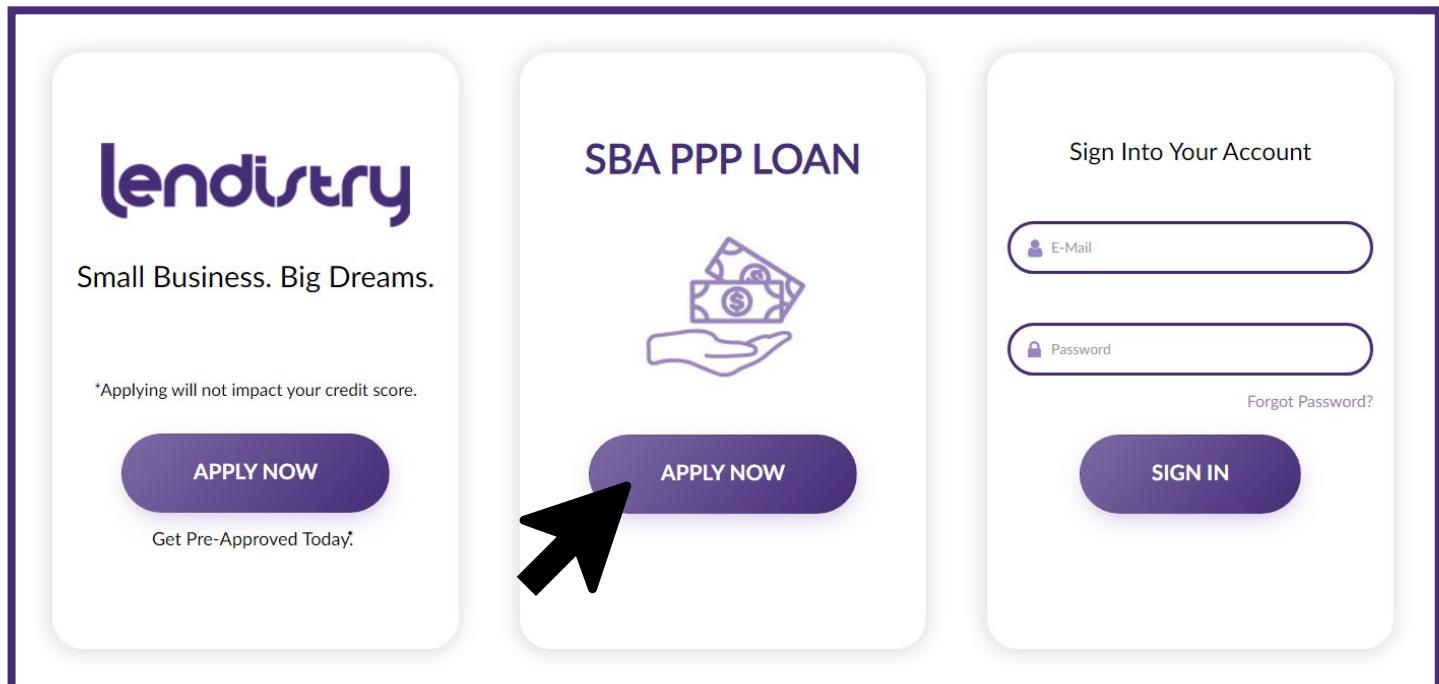
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# ACCESSING: PPP LOAN APPLICATION ON LENDISTRY

VISIT  
[www.my lendistry.com](http://www.my lendistry.com)

Click [APPLY NOW] in the center box labeled, [SBA PPP LOAN].

You will be redirected to Lendistry's SBA PPP homepage.



# LENDISTRY APPLICATION HOMEPAGE AT-A-GLANCE

Looking for information on the SBA Paycheck Protection Program? [Learn More](#)

**lendistry**



**SBA PAYCHECK PROTECTION PROGRAM**

Items to get ready BEFORE you APPLY:

1. Proof of Payroll 1/1/19 - 2/15/20
2. Primary Owner Photo ID
3. 2019 Tax Return or 2018 Tax Return & 2019 Year End Financial Statement
4. Corporate Documents (Varies by Entity Type: Articles of Inc., By Laws, Operating Agreement, Fictitious Business Name, Partnership Agreement)
5. SBA PPP Application ([Download](#))



**Apply**

Complete our application below to process your loan for review. Please upload as much information as you can in order to proceed through the review process quicker, including proof of payroll items and the SBA Application Form.



**Connect**

Once your application has been submitted and entered into our system, you will receive a confirmation email with a username and password to our portal. Once logged in, connect your bank account through our verified system, Plaid. You can also upload additional documents.



**Review**

After your bank account has been verified, your application will be queued for review by our team. Please allow up to 48 hours for our team to follow up for additional questions and/or requirements. You will be updated on the progress of your application through the portal and email.

**START YOUR APPLICATION**

## THREE-STEP PROCESS: APPLY – CONNECT - REVIEW

**APPLY** Complete our application to process your loan for review. Please upload as much information as you can in order to proceed through the review process quicker, including proof of payroll items and the SBA Application Form.

**CONNECT** Once your application has been submitted and entered into our system, you will receive a confirmation email with a username and password to our portal. Once logged in, connect your bank account through our verified system, Plaid. You can also upload additional documents.

**REVIEW** After your bank account has been verified, your application will be queued for review by our team. Please allow up to 72 hours for our team to follow up for additional questions and/or requirements. You will be updated on the progress of your application through the portal and email.

# SMALL BUSINESS PAYCHECK PROTECTION PROGRAM FINANCIAL DATA CHECKLIST

## INFORMATION REQUIRED WITH LOAN APPLICATION

1

Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.

2

Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll should include reports through the pay period preceding the origination of the SBA loan.

3

**Documentation reflecting the health insurance premiums** paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the PPP loan origination. Copies of the monthly invoices should suffice.

4

**Documentation of all retirement plan funding by the employer** for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should be sufficient.

NOTE: Each borrower will need to make a certification that the documentation is true and accurate, the amount for which forgiveness is being requested was used to make payments to retain employees, covered rent obligations and covered utility payments. In addition, Lendistry and/or SBA may request further information. There will be NO forgiveness if the documentation is not presented. The SBA will render a decision within 60 days after receipt of an application for forgiveness. The amount of any loan forgiveness under PPP is NOT taxable income.

# REQUIRED DOCUMENTS

As a reminder, gather the following **required items before** you apply.

CORPORATION	SOLE PROPRIETOR
<ol style="list-style-type: none"><li>1. Proof of Payroll (1/1/19 – 2/15/20)</li><li>2. Primary Owner Photo ID</li><li>3. 2019 Tax Return or 2018 Tax Return &amp; 2019 Year End Financial Statement</li><li>4. Corporate Documents (Varies by Entity Type: Articles of Inc., By Laws, Operating Agreement, Fictitious Business Name, Partnership Agreement)</li><li>5. SBA PPP Application</li></ol>	<ol style="list-style-type: none"><li>1. Financials (based employees or no employees)</li><li>2. Photo ID</li><li>3. Corporate Documents</li><li>4. SBA PPP Application</li></ol>

**DOCUMENT CHECKLIST**  
**CORPORATION**

**DOCUMENT CHECKLIST**  
**SOLE PROPRIETOR**



**DOWNLOAD THE**  
**SBA PPP APPLICATION**

**CLICK HERE TO DOWNLOAD**

Download and fill out the form **before** applying with Lendistry.

# COMPLETING THE SBA PPP APPLICATION FORM

## 4 Lines of Business Type Options

# **Paycheck Protection Program Borrower Application Form**

OMB Control No.: 3245-0407  
Expiration Date: 09/30/2020

<b>Check One:</b>	<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other	<b>DBA or Tradename if Applicable</b>
<b>Business Legal Name</b>		
<b>Business Address</b>		<b>Business TIN (EIN, SSN)</b>
		( ) -
		<b>Primary Contact</b>
		<b>Email Address</b>

Average Monthly Payroll:	\$	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees:	
Purpose of the loan (select more than one):					

Additional owners over 20% must be attached.

### **Applicant Ownership**

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

If questions (1) or (2) below are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
<p>These questions must be answered "NO" based on all owners. If "YES" on #3 and #4, addendum is required.</p>		
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship on a separate sheet identified as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input type="checkbox"/>

Auto-decline if "YES" on #5 and #6.  
Must be initialed by an Authorized Rep.

'the loan will not be approved.'

Question	Yes	No
any individual owning 20% or more of the equity of the Applicant subject to arraignment, or other means by which formal criminal charges are already incarcerated, or on probation or parole?	<input type="checkbox"/>	<input type="checkbox"/>
to question 5 → _____		
, has the Applicant (if an individual) or any owner of the Applicant 1) pledged nolo contendere; 4) been placed on pretrial diversion; or 5) been incarcerated (including probation before judgment)?	<input type="checkbox"/>	<input type="checkbox"/>
to question 6 → _____		
place of residence for all employees of the Applicant included in the Franchise Disclosure Document?	<input type="checkbox"/>	<input type="checkbox"/>
listed in the SBA's Franchise Directory?	<input type="checkbox"/>	<input type="checkbox"/>

## Paycheck Protection Program Borrower Application Form

### **By Signing Below, You Make the Following Representations, Authorizations, and Certifications**

#### **CERTIFICATIONS AND AUTHORIZATIONS**

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).
- The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

All must be initialed by Authorized Rep. SBA to request criminal record information about me from criminal justice agencies for the authorized by the Small Business Act, as amended.

#### **CERTIFICATIONS**

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

- The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.
- Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.
- The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.
- The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.
- I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.
- During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.
- I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan views.

Signature of Authorized Representative of Applicant

Date

Print Name

Title

# STEP 1: CONTACT INFORMATION

Begin your application by filling out the general contact information for the primary owner of the business. **NOTE:** You may also use the contact information of an authorized representative.



## INFORMATION NEEDED

- First Name
- Last Name
- E-mail
- Phone Number
- Address
- Social Security



### Contact Details

Primary Owner First Name

Primary Owner Last Name

Primary Owner E-Mail

Primary Owner Phone

Primary Owner Address

Primary Owner Address 2

Primary Owner City

Primary Owner State

Primary Owner ZIP

Primary Owner Social Security#

# STEP 2: BUSINESS INFORMATION



## INFORMATION NEEDED

- Business Name
- Business EIN
- Business Phone #
- Business Type
- State of Incorporation
- Business Address
- Date Business Established
- Business Website
- Rent/Own Business Location
- What Does Your Business Do?
- What Type of Business is it
- Tell us More?

### Business Information:

**Business Name****DBA (Doing Business As)-[ Note -If no DBA type NONE ]****Business EIN****Business Phone #****Business Type****State of Incorporation****Business Address****Address 2****City****State****ZIP****Date Business Established****Business Website URL - (If no website type none.com)****Do you Rent/Own your Business Location?****Amount of Rent/Mtg****Who Is Your Customer Base?****What Does Your Business Do?****What Type of Business is it?****Tell us More?**

# STEP 3: BUSINESS DATA FOR LOAN



## INFORMATION NEEDED

- Purpose of the Loan
- Amount Requested
- Will This loan Create More Jobs?
- # of Current Employees
- # of Jobs Created
- # of Jobs Retained
- Average Monthly Payroll
- Women Owned Business?
- Veteran?
- Disabled?
- Race
- Ethnicity
- Franchise
- Current SBA Economic Disaster Injury Loan Balance

### Business Data For Loan:

Purpose of the Loan	Amount Requested	Will This Loan Create More Jobs?	
Payroll	500000	Yes	
# of Current Employees	# of Jobs Created (30th June)	# of Jobs Retained	Average Monthly Payroll
10	5	15	50000
Woman Owned Business	Veteran	Disabled	
Yes	No	No	
Race	Ethnicity		
Asian	Not Hispanic or Latino		
Franchise	Current SBA Economic Disaster Injury Loan Balance?		
No	100000		

# STEP 4: PRIMARY OWNER BACKGROUND INFORMATION



## INFORMATION NEEDED

- Have you ever been convicted of a crime?
- Do you have a tax lien?
- Have you ever defaulted on a government loan? (Including SBA loan, Student loan)
- Does the business have existing SBA debt?
- Are there any legal actions pending against you? (or your spouse)
- Have you exhausted all personal and non-SBA financing options?
- Are the majority owners of the business U.S. Citizens or Legal permanent residents?
- Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?

Please answer for the Primary Owner

Have you ever been convicted of a crime?

No

Are there any legal actions pending against you? (or your spouse)

No

Do you have a tax lien?

No

Have you exhausted all personal and non-SBA financing options?

Yes

Have you ever defaulted on a government loan? (Including SBA loan, Student loan)

No

Are the majority owners of the business US Citizens or Legal permanent residents?

Yes

Does the business have existing SBA debt?

No

Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?

No

[Upload Files](#)

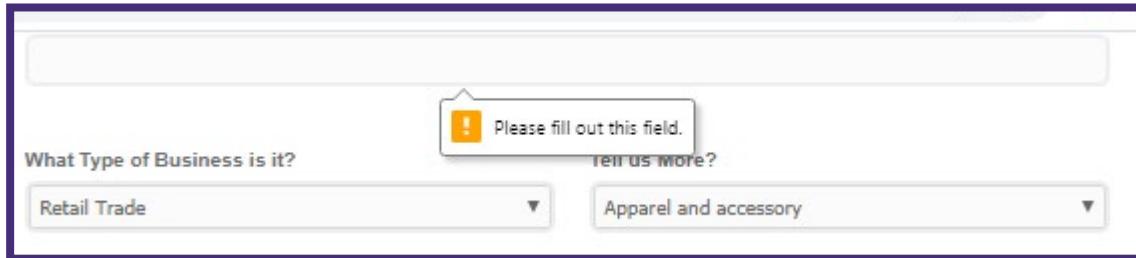
# STEP 5: UPLOAD DOCUMENTS

Once you have completed ALL sections, click [Upload Files] to upload the required documents.

Does the business have existing SBA debt?	Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?
<input type="checkbox"/> No	<input type="checkbox"/> No
<a href="#">Upload Files</a>	



You will not be able to upload documents unless ALL fields in the form have been completed.



After all fields have been completed, you will be prompted to the following screen.



Please upload the following documents (Max 12MB):

**SBA PPP Application and applicable addendum** ([Download](#))

1. SBA PPP Application.
2. Addendum A & B if needed)
3. Additional Owners over 20% if needed)
4. Photo ID of Authorized Representative on PPP Application
5. Fictitious Business Name (Sole Prop)

**Corporate Documentation:** Please upload the following based on Corporation type

1. S or C Corp: Articles of Incorporation, By Laws, Fictitious business name.
2. LLC or LLP: Articles of Organization, and Operating Agreement, Fictitious Business Name.
3. Partnership: Fictitious Business Name, and Partnership Agreement.
4. Sole Prop: Fictitious Business Name

Choose File | No file chosen

Upload

Choose File | No file chosen

Upload

**Payroll Documentation:** Please upload the following

1. 12 months Payroll summary including wages and state taxes paid.
2. Q1 2020 payroll summary including wages and state taxes paid.
3. 2019/2020 Group Health benefits paid by the company.
4. 2019/2020 Retirement Benefits paid by the company.
5. 2019/2020 IRS form 940 and IRS form 941.

**Tax Return Documentation:** Please upload the following

1. 2019 Business Tax Return (OR)
2. 2018 Business Tax Return & 2019 FYE Financial Statement

Choose File | No file chosen

Upload

Choose File | No file chosen

Upload

I accept the [Terms and Conditions](#).

Finish

# STEP 5: UPLOAD DOCUMENTS

Complete all of the required forms and prep your documents BEFORE starting the application. Once you have uploaded ALL the required document, accept Lendistry's Terms and Conditions, and click [Finish] to submit your survey.



## INFORMATION NEEDED

### **SBA PPP Application and applicable addendum**

1. SBA PPP Application.
2. Addendum A & B if needed)
3. Additional Owners over 20% if needed)
4. Photo ID of Authorized Representative on PPP Application
5. Fictitious Business Name (Sole Prop)

### **Corporate Documentation**

1. S or C Corp: Articles of Incorporation, By Laws, Fictitious business name.
2. LLC or LLP: Articles of Organization, and Operating Agreement, Fictitious Business Name.
3. Partnership: Fictitious Business Name, and Partnership Agreement.
4. Sole Prop: Fictitious Business Name

### **Payroll Documentation**

1. 12 months Payroll summary including wages and state taxes paid.
2. Q1 2020 payroll summary including wages and state taxes paid.
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### **Tax Return Documentation**

1. 2019 Business Tax Return (OR)
2. 2018 Business Tax Return & 2019 FYE Financial Statement

Please upload the following documents(Max 12MB):

**SBA PPP Application and applicable addendum** ([Download](#))

1. SBA PPP Application.
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[SBA Application Form TEST.pdf](#)

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2. LLC or LLP: Articles of Organization, and Operating Agreement, Fictitious Business Name.
3. Partnership: Fictitious Business Name, and Partnership Agreement.
4. Sole Prop: Fictitious Business Name

[Corporate Documents TEST.pdf](#)

**Payroll Documentation:** Please upload the following

1. 12 months Payroll summary including wages and state taxes paid.
2. Q1 2020 payroll summary including wages and state taxes paid.
3. 2019/2020 Group Health benefits paid by the company.
4. 2019/2020 Retirement Benefits paid by the company.
5. 2019/2020 IRS form 940 and IRS form 941.

[12 Months Payroll TEST.pdf](#)

**Tax Return Documentation:** Please upload the following

1. 2019 Business Tax Return (OR)
2. 2018 Business Tax Return & 2019 FYE Financial Statement

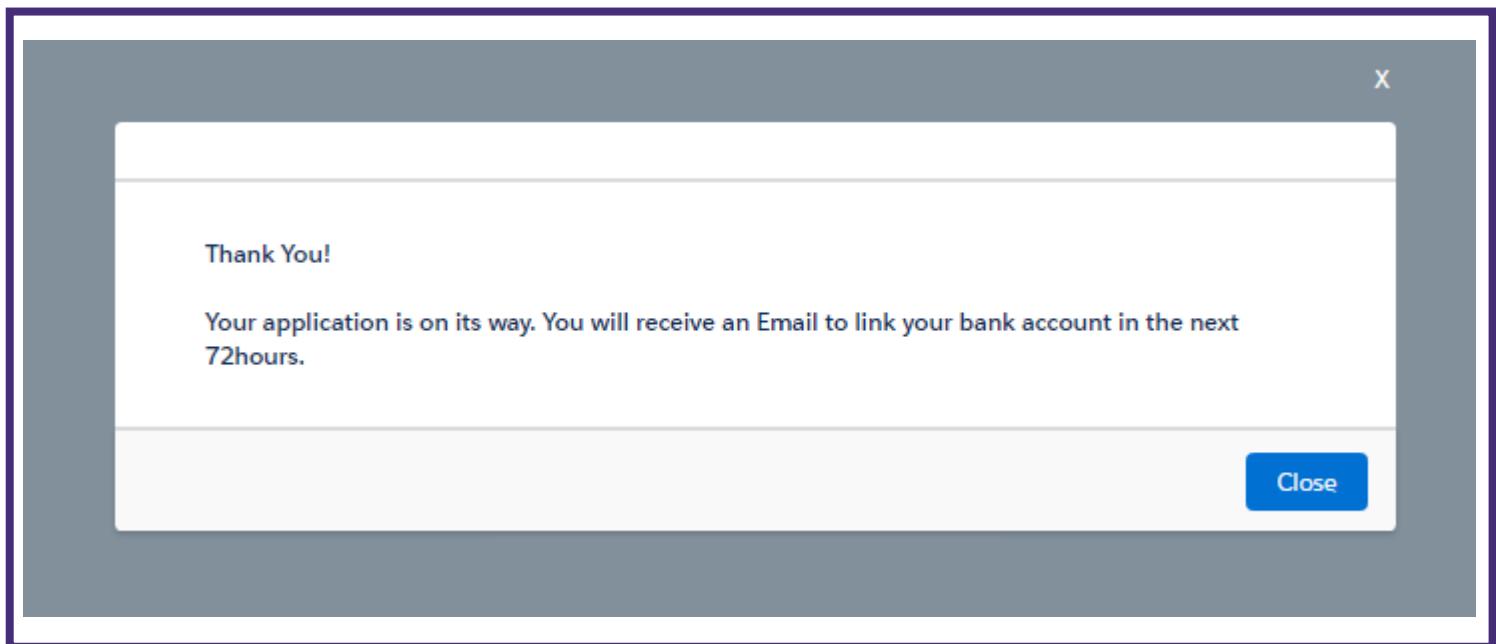
[2019 Tax Return TEST.pdf](#)

I accept the [Terms and Conditions](#).

## STEP 6: SUBMISSION CONFIRMATION

You will receive the following message when your application has been accepted.

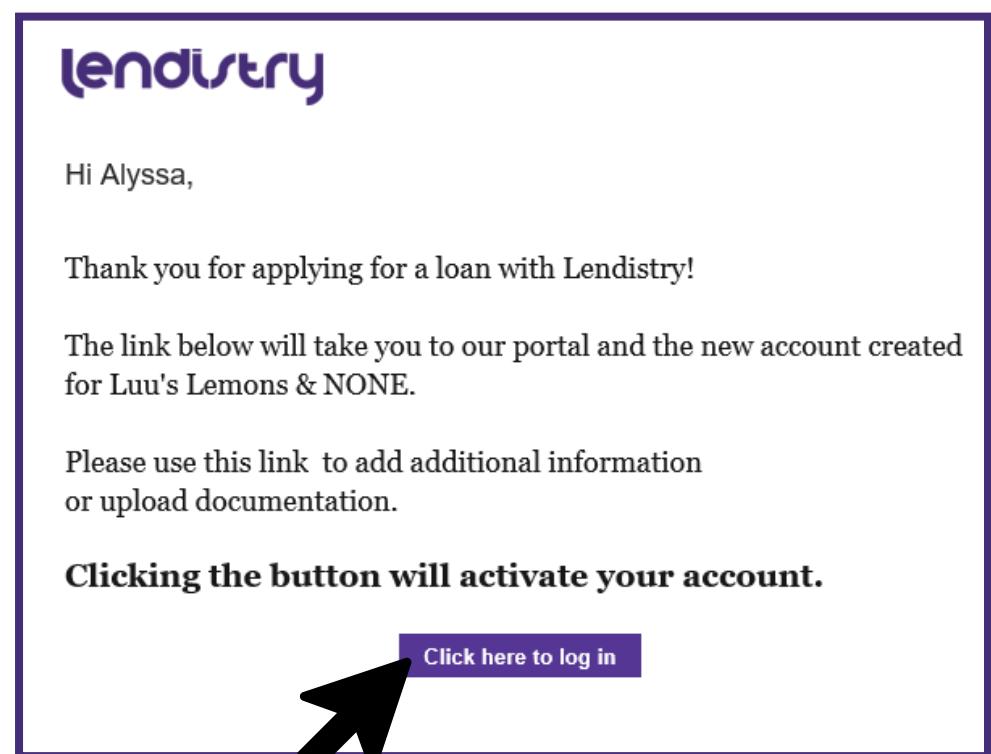
A confirmation email with further instructions will be sent to you within 72 hours.



## STEP 7: ACTIVATE PORTAL LOGIN

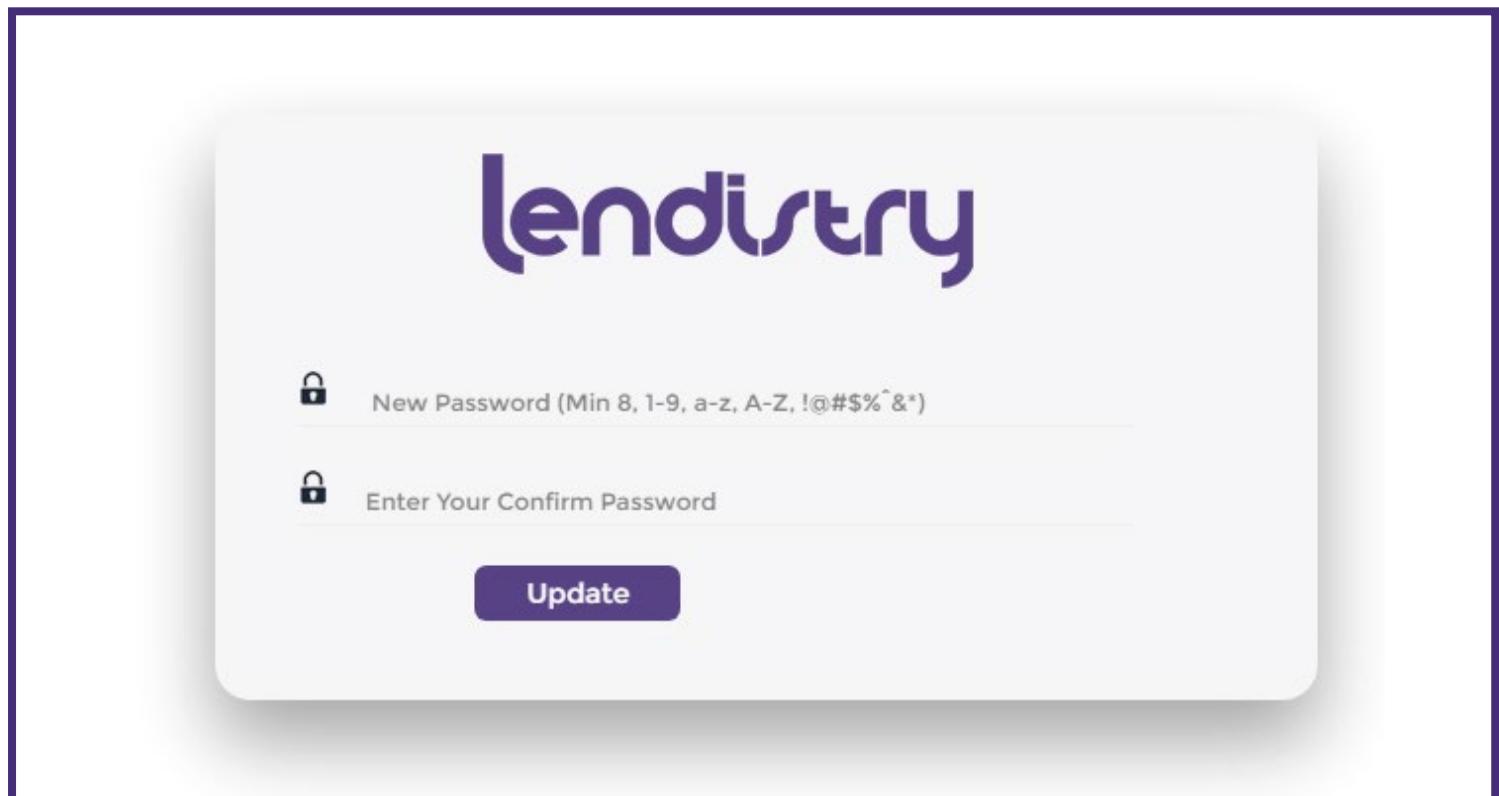
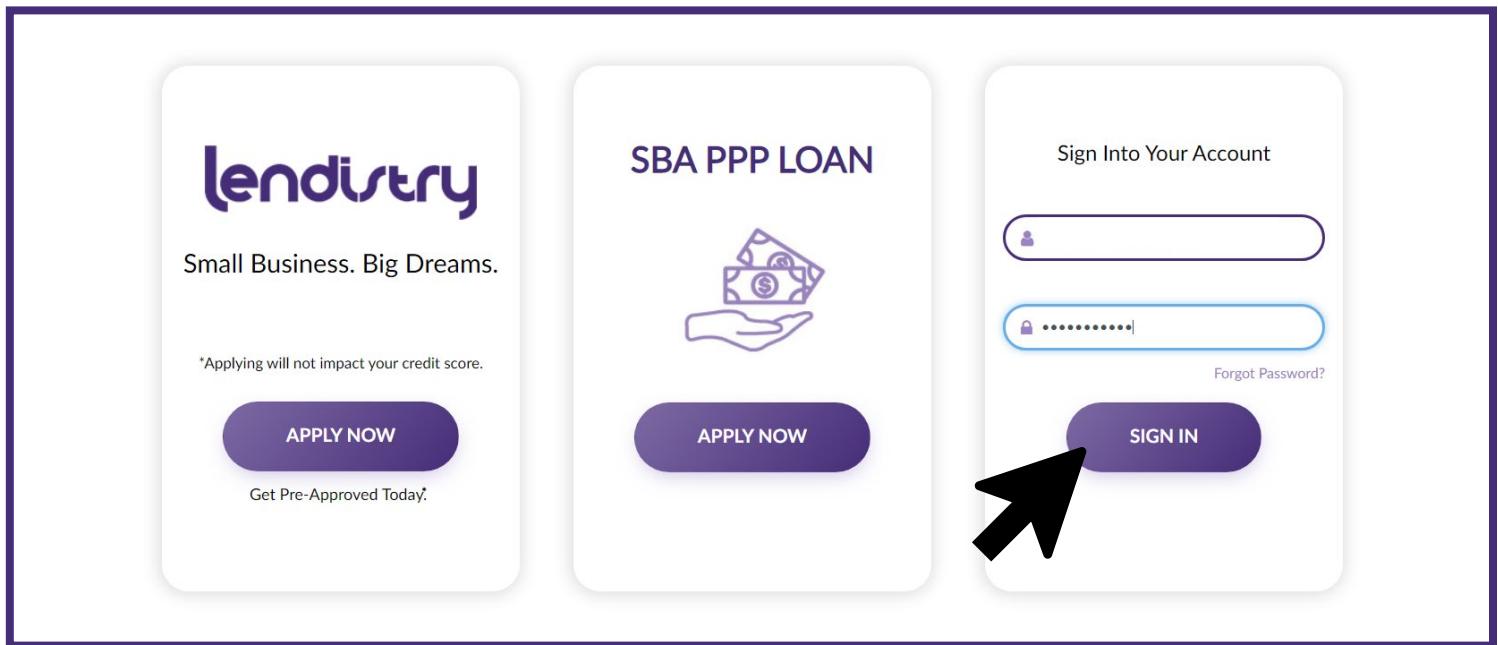
After you submit your application, you will receive an email confirmation with your Lendistry Portal login credentials.

Click the link in the email to activate your account.



# STEP 8: UPDATE PORTAL PASSWORD

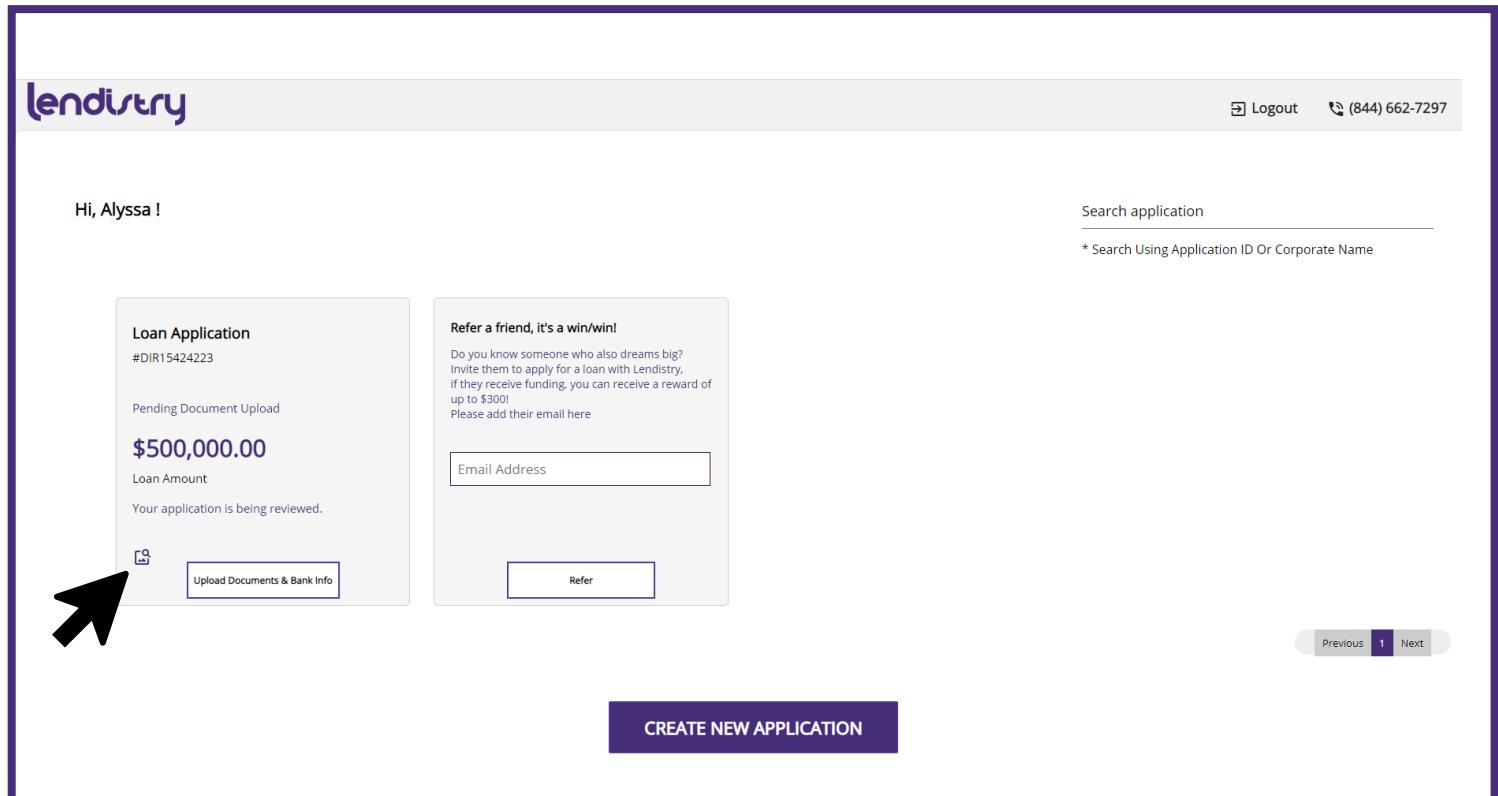
In your confirmation email, you will receive your portal username and password. Use those login credentials to sign into the portal and update your password.



# STEP 9: LOAD YOUR PAYROLL CALCULATOR

Log back into the portal to view your application submission.

Click on the icon to create a payroll register.



Hi, Alyssa !

Logout (844) 662-7297

Search application

\* Search Using Application ID Or Corporate Name

Loan Application  
#DIR15424223

Pending Document Upload

**\$500,000.00**  
Loan Amount

Your application is being reviewed.

Upload Documents & Bank Info

Refer a friend, it's a win/win!

Do you know someone who also dreams big? Invite them to apply for a loan with Lendistry. If they receive funding, you can receive a reward of up to \$300! Please add their email here

Email Address

Refer

CREATE NEW APPLICATION

Previous 1 Next

**Sit tight, as we process your application!**

Thanks for providing your information. It takes us between 2-4 days, on average, to process your application. Once complete, we'll send an electronic acceptance packet for you to sign.

**LOAN INFORMATION**

Loan Amount \$1,700,000.00	Term IN PROGRESS
Monthly Payment IN PROGRESS	Interest Rate IN PROGRESS

**Loan Calculators**

Uploaded Documents  
Equipment Details  
Payroll Register  
Sole Proprietor(With Employees)  
Sole Proprietor(No Employees)

You have not uploaded any document.

HIDE DETAILS

## LOAN CALCULATOR

There are **three** loan calculators available:

1. Corporation
2. Sole Proprietor with Employees
3. Sole Proprietor without Employees

**Complete only one calculator that is most relevant to your company.**

# STEP 9: LOAD YOUR PAYROLL CALCULATOR

Ed Documents Equipment Details Payroll Register Sole Proprietor(With Employees) Sole Proprietor(No Employees) >

Company Name	test	
Period Represented	From: mm/dd/yyyy	- To: mm/dd/yyyy
WAGES		
EMPLOYEE NAME	Gross Wages (TOTAL) <small>**Only numeric and upto 2 decimal value can be accepted</small>	Gross Wages(100k Cap)
<input type="text"/> x	\$ <input type="text"/>	\$ <input type="text"/>
<b>ADD NEW EMPLOYEE</b>		
TOTAL		\$ <input type="text"/>
Annual Group Health Insurance		\$ <input type="text"/>
Annual Retirement Benefit Costs		\$ <input type="text"/>
State Unemployment & Local Taxes on Employee Compensation		\$ <input type="text"/>
		TOTAL PAYROLL \$ <input type="text"/>
EIDL - Economic Injury Disaster Relief Loan:		\$ <input type="text"/>
		<b>SUBMIT</b>

PPP loans covers payroll costs, including costs for employee vacation, parental, family, medical, and sick leave. However, the CARES Act excludes qualified sick and family leave wages for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (Public Law 116-127).

#### Required Documentation

- 1 Payroll Costs - Lendistry Payroll Register and supporting payroll documentation including Form 940 & 941 should be provided. Detailed payroll report from third-party or produced internally should also be included.
- 2 Group Health Insurance - Include invoice and supporting proof of payment documentation
- 3 State Unemployment Tax & Local Tax - Include state and local tax filing reports.
- 4 If you pay a Retirement Benefits - Include invoice and supporting proof of payment documentation by the plan administrator.
- 5 If you have an EIDL (Economic Injury Disaster Relief Loan) and want to include this as part of your PPP Loan - Include all loan documentation with outstanding amount identified, plus any "advance" under an EIDL COVID-19 loan
- 6 2018 Tax Return and 2019 P&L or 2019 Tax Return

LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED



LOAN  
CALCULATOR

CORPORATION

# STEP 9: LOAD YOUR PAYROLL CALCULATOR

Ed Documents	Equipment Details	Payroll Register	Sole Proprietor(With Employees)	Sole Proprietor(No Employees)
PAYCHECK PROTECTION PROGRAM LOAN CALCULATOR - SOLE PROPRIETOR - WITH EMPLOYEES				
Maximum Loan Amount				
		Net Profit		
		Net Profit **Only numeric and upto 2 decimal value can be accepted		
<b>Payroll Costs:</b>				
Net Profit - 2019 1040 with Schedule C Line 31		\$ <input type="text"/>		\$0
2019 Gross Wages & Tips paid to employees				
2019 IRS Form 941 (line 5c-column 1):		Qtrly Wages		
		Jan - Mar 2020 \$ <input type="text"/>		
		Apr - Jun 2020 \$ <input type="text"/>		
		July - Sept 2020 \$ <input type="text"/>		
		Oct - Dec 2020 \$ <input type="text"/>		
		Total 2019 Wages \$0		
<b>Deductions:</b>				
Amount paid to any individuals above \$100k in 2019		\$ <input type="text"/>		
Amount paid to any individual(s) who principal place of residence is outside the U.S.		\$ <input type="text"/>		
		\$0		
		Total 2019 Eligible Wages & Tips \$0		
Health Insurance Contributions - Form 1040 Schedule C Line 14 \$ <input type="text"/>				
Retirement Contributions - Form 1040 Schedule C Line 19 \$ <input type="text"/>				
State Unemployment Tax Act (SUTA) - from state quarterly wage report forms \$ <input type="text"/>				
		Total Eligible Payroll Cost 2019 \$0		
		Total Average Monthly Cost \$0		
		\$2.5		
		Total Payroll Loan Value \$0		
<b>EIDL - Economic Injury Disaster Relief Loan (if applicable):</b>				
Outstanding Amount, less any "advance" under an EIDL COVID-19 loan		\$ <input type="text"/>		
		Subtotal a) \$0		
		MAXIMUM LOAN AMOUNT [Lesser of a) or \$250,000] b) \$0		
		BORROWER REQUESTED AMOUNT (From PPP Application) \$ <input type="text"/>		
<b>SUBMIT</b>				



## LOAN CALCULATOR

### SOLE PROPRIETOR WITH EMPLOYEES

LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED

Required Documentation	
1	2019 Net Profit - Form 1040 with Schedule C - Regardless of whether you have yet filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C with your PPP loan application to substantiate the applied-for PPP loan amount.
2	IRS Form 941, all four quarters in 2019 (or equivalent payroll processor records containing similar information as Form 941).
3	State Unemployment Tax Act (SUTA) - from state quarterly wage report forms (or equivalent payroll processor records).
4	Proof of Operation February 15th, 2020 - Invoice, bank statement, payroll report or book of record.
5	Proof of Employer Retirement and Health Insurance Contributions, if applicable.
6	EIDL - Include loan documentation (if applicable)

# STEP 9: LOAD YOUR PAYROLL CALCULATOR

Ed Documents   Equipment Details   Payroll Register   Sole Proprietor(With Employees)   **Sole Proprietor(No Employees)** >

PAYCHECK PROTECTION PROGRAM LOAN CALCULATOR - SOLE PROPRIETOR - NO EMPLOYEES			
Maximum Loan Amount			
	Net Profit	Net Profit	
Net Profit **Only numeric and upto 2 decimal value can be accept	(100k cap)	Monthly	
<b>Payroll Costs:</b>			
Net Profit - 2019 Form 1040 Schedule C Line 31	\$ <input type="text"/>	\$0	\$0
		\$2.5	
		Total Payroll Loan Value	\$0
EIDL - Economic Injury Disaster Relief Loan (if applicable):			
Outstanding Amount, less any "advance" under an EIDL COVID-19 loan		\$ <input type="text"/>	
	Subtotal a)	\$0	
	MAXIMUM LOAN AMOUNT [Lesser of a) or \$250,000] b)	\$0	
	BORROWER REQUESTED AMOUNT (From PPP Application)	\$ <input type="text"/>	
SUBMIT			

 **LOAN CALCULATOR**

---

**SOLE PROPRIETOR WITHOUT EMPLOYEES**

**Required Documentation**

1	2019 Net Profit - Form 1040 with Schedule C - Regardless of whether you have yet filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C with your PPP loan application to substantiate the applied-for PPP loan amount.
2	1099-MISC detailing nonemployee compensation received (Box 7), invoice, bank statement, or book of record to establish you are self-employed.
3	2020 invoice, bank statement, or book of record to establish you were in operation on or around February 15, 2020.
4	EIDL - Include loan documentation (if applicable).
LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED	

# STEP 10: REVIEW PPP APPLICATION

Click on [Upload Documents & Bank Info] to upload additional documents, link your bank account, and review your PPP Loan application.

**lendistry** Logout (844) 662-7297

Hi, Alyssa !

Search application \* Search Using Application ID Or Corporate Name

**Loan Application**  
#DIR15424223

Pending Document Upload

**\$500,000.00**  
Loan Amount

Your application is being reviewed.

 [Upload Documents & Bank Info](#)

**Refer a friend, it's a win/win!**

Do you know someone who also dreams big? Invite them to apply for a loan with Lendistry, if they receive funding, you can receive a reward of up to \$300! Please add their email here

[Refer](#)

[Previous](#) **1** [Next](#)

[CREATE NEW APPLICATION](#)



# STEP 10: UPLOAD REQUIRED DOCUMENTS

## CORPORATION

Upload the following documents into the portal:

- **Proof of Payroll 1/1/19 - 2/15/20**
- 1. Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.
- 2. Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.
- 3. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice.
- 4. Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient
- **Primary Owner Photo ID**
- **2019 Tax Return or 2018 Tax Return & 2019 Year End Financial Statement**
- **Corporate Documents** (Varies by Entity Type: Articles of Inc., Bylaws, Operating Agreement, Fictitious Business Name, Partnership Agreement)
- **SBA PPP Application (Click Here to Download)**
- **Bank Info**

## SOLE PROPRIETOR

Upload the following documents into the portal:

- **Financials**
- 1. **NO EMPLOYEES**
  - 2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)
  - 1099-MISC detailing nonemployee compensation received (box7), invoice, bank statement or book of record that establishes you are self-employed.
  - 2020 invoice, bank statement or book of record to establish you were in operation on or around 2-15-20
- 2. **WITH EMPLOYEES**
  - 2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)
  - Form 941 (or other tax form or equivalent payroll processor records containing similar information as Form 941)
  - State Quarterly wage unemployment insurance tax reporting forms from Each quarter in 2019 (or Equivalent payroll processor records)
  - Documentation supporting retirement
  - Payroll statement or similar documentation from the pay period that covered 2-15-20
- **Primary Owner Photo ID**
- **Corporate Documents**
- **SBA PPP Application (Click Here to Download)**

**lendistry**

Back to Application List | Logout | (844) 662-72

1
2
3
4
5
6

**UPLOAD DOCUMENTS**

**UPLOAD DOCUMENTS** **BANK INFO**

Please upload the items listed below:

- Proof of Payroll 1/1/19 - 2/15/20
- Primary Owner Photo ID
- 2019 Tax Return or 2018 Tax Return & 2019 Year End Financial Statement
- Corporate Documents
- SBA PPP Application ([Download](#))
- [Bank Info](#)

-- Select File Type -- \*

**BROWSE...**

S.No.	Document Name	Password(if required)	Delete
	CorporateDocument...		

**UPLOAD DOCUMENTS**

Title	Document Name	Preview	Delete
Photo Id	CorporateDocument...		

**SAVE & CLOSE**
**CONTINUE >**

# STEP 11: **LINK BANK ACCOUNT**

After uploading ALL required documents, click [Continue] to link your bank account to the portal. Enter the routing and account numbers to set up a direct deposit for your funds.

**NOTE:** Both steps are required and must be completed for your application to be processed.

UPLOAD DOCUMENTS

UPLOAD DOCUMENTS **BANK INFO**

**REQUIRED**

LINK YOUR BANK ACCOUNT

Linking you

- Tells us about your loan
- Expected to receive
- Verifies your information

**REQUIRED**

Link Your Bank

By linking your bank, you authorize use of your account to process your loan.

Where Should we Send Your Funds?

Account Name \*

Bank Name \* Street \*

City \* State

Zip \* Routing Number \*

**SAVE & CLOSE** **CONTINUE >**

After clicking on [Link Your Bank] to connect your bank to the portal, a pop-up window will open. Click [Continue] to select your banking institution and sign into your online banking account. This will allow Lendistry to access your business bank statements.

Please note that Lendistry DOES NOT have access to your Online Banking ID and Password. We are only able to view your banking accounts, which are used to verify that your bank statements are accurate and/or identify any unaccounted debt/loans.

# STEP 12: REVIEW PPP LOAN APPLICATION

Once you have linked your bank account, click [Continue] to review your application.

Your application responses will be auto-populated in the portal. Click through each category to review your responses.

lendistry

OWNER INFORMATION

BUSINESS ANALYSIS

FINANCIAL INFORMATION

PERSONAL ASSETS

UPLOAD DOCUMENT & BANK INFO

REVIEW

APPLICATION REVIEW

PRE-SCREEN INFORMATION

OWNER INFORMATION

BUSINESS INFORMATION

FINANCIAL INFORMATION

PERSONAL ASSETS

Where Should we Send Your Funds?

WHO DO WE CONTACT TO OBTAIN INFORMATION AND SUPPORTING DOCUMENTS FOR THIS APPLICATION?

First Name \* Alyssa

Last Name \* Luu

Phone \*

Contact Email \*

Contact Position \* Owner

BACK TO APPLICATION LIST ➤

**NOTE:** Please make sure the contact information for the primary owner is accurate. You may also use the contact information of an authorized representative.

WHO DO WE CONTACT TO OBTAIN INFORMATION AND SUPPORTING DOCUMENTS FOR THIS APPLICATION?

First Name \* Alyssa

Last Name \* Luu

Phone \*

Contact Email \*

Contact Position \* Owner

BACK TO APPLICATION LIST ➤