



PPP Required Documentation

First Time PPP Applicants

- Completed and signed PPP Application
- Front and Back of Photo ID for **All** Applicant Owners
- 2019 **or** 2020 Tax Documentation (*used as basis for loan amount calculation*)
- 2019 **or** 2020 Payroll Documentation (*verifies employee costs included in loan amount calculation*)
- Organizational Documents, if applicable, e.g., Certificate of Formation, DBA, etc.
- 2019 **or** 2020 1099s, if applicable
- 2019 **or** 2020 941s (**all four quarters**), if you have W2 employees
- 2019 invoice, bank statement, **or** book of record (**only one, not all three**) establishing you were self-employed in 2019, applicable only for Schedule C filers without employees
- 2020 invoice, bank statement, **or** book of record (**only one, not all three**) establishing you were in operation on February 15, 2020, applicable only for Schedule C filers without employees

Second Draw PPP Applicants

Non-TruFund PPP Loan (***if your first PPP Loan is not with TruFund***)

- All the above documentation
- Signed 25% Forgiveness Acknowledgement Form
- * Documentation to support the claim of a 25% reduction in gross receipts (this documentation is required to qualify for loan forgiveness)

TruFund PPP Loan (***if your first PPP Loan is with TruFund***)

- Completed and signed PPP Application
- Signed 25% Forgiveness Acknowledgement Form
- * Documentation to support the claim of a 25% reduction in gross receipts (this documentation is required in order to qualify for loan forgiveness)

*Documentation to support the claim of a 25% reduction is **required** with your application for loans over \$150,000. It is recommended at the time of application for loans under \$150,000. However, you may provide documentation when applying for forgiveness. **If you cannot provide documentation to support the claim when applying for forgiveness, your loan will not be forgiven.**