

SBA Paycheck Protection Program

SECOND DRAW LOAN CHECKLIST

We're here to help. This checklist is designed to assist you with your Second Draw Paycheck Protection Program (PPP) application process. We are currently accepting applications online. Please submit the following documents with your Second Draw loan application for the Paycheck Protection Program.

WHAT YOU NEED

Non-profit

PAYROLL DOCUMENTS

2019 or 2020 IRS Form 990/990-EZ

2019 or 2020 IRS Forms 941 from each quarter (alternatives listed below)

Forms W-2 and W-3

Payroll processor reports, including quarterly and annual tax reports

DOCUMENTS TO ESTABLISH BUSINESS OPERATIONS AS OF FEBRUARY 15, 2020

Payroll statement or similar documentation from the pay period covering February 15, 2020 (if Q1 2020 941 is provided, additional documentation is not necessary).

If your loan amount is over \$150,000, please refer to the checklist [Additional Requirements for Loans over \\$150,000](#). If your loan amount is \$150,000 or under, you do not need to provide revenue reduction documents at this time.

For more information on Second Draw loans, visit boh.com/ppp. Due to the ever-changing nature of PPP, the SBA continues to issue new and revised rules and guidance for this program, and how the SBA interprets their rules will have a significant impact on the loan process. Be sure to frequently check the SBA's Paycheck Protection Program website at sba.gov/ppp for the latest information about the program.