

DOCUMENT CHECK LIST

Submit supporting documentation of your payroll costs for the calendar year 2019 to establish maximum loan amount eligibility. Your payroll provider and/or accountant may be of assistance in collecting what you need. Supporting documentation may include:

- 2019 IRS Payroll Tax** - Full year IRS payroll tax filings (e.g., 940, 941, 944) for 2019
- 2019 1099-MISCs** - Full year 1099-MISCs for 2019 (for applicants filing as independent contractors)
- Payroll Records** - Full year payroll processor records
- Health Insurance Premium Expenses** - Full year health insurance premium expenses (required if group healthcare costs were included in payroll calculations)
- Retirement Plan Expenses** - Full year retirement plan expenses (required if payments into retirement accounts were included in payroll calculations)
- Other** - Other full year supporting documentation (e.g., income and expense statements)

SUBMITTING DOCUMENTATION

Submit documentation supporting your certification that, as of or around February 15, 2020, you had employees for whom you paid salaries and payroll taxes (or paid independent contractors), or you are an independent contractor. Please refer to the list provided above for examples of acceptable documentation.

For more information visit midstatesbank.com/business/paycheck-protection-program