



## Application Guide to: Small Business Administration Paycheck Protection Program Coronavirus Pandemic

*Updated April 3, 2020*

SBA is offering low-interest federal disaster loans for working capital to small businesses and private nonprofit organizations that are suffering substantial economic injury as a result of the Coronavirus. The [Paycheck Protection Program](#) (PPP) provides businesses with an SBA loan to help keep each business's workforce employed during the Coronavirus crisis.

**To begin the application process**, it is first important to understand your application must be submitted through an SBA 7a lender, such as a bank.

- Find an approved lender for the Paycheck Protection Program (PPP) [here](#).
- Contact a representative from an approved PPP lender shown.
- You can download and complete the [Borrower application](#) on your own and provide it to the representative from the approved PPP lender you choose.
  - Once you complete the form fields, print this document as a PDF and then send it to the representative of the approved PPP lender you choose.
- If you are unable to complete the Borrower application on your own, the representative from the approved PPP lender you choose will complete an application with you.
  - If you would like to prepare, [you can view a sample here](#) of the application that they will be preparing and submitting on your behalf.

An accurate calculation of your payroll expense, including any independent contractors (1099 employees) will be needed, **so it is recommended that you begin to gather any of the following documentation to expedite your application process:**

- Profit & loss statement for the past 12 months
- Verification that you own your business:
  - Any of the following: business certificate (*sometimes referred to as a DBA or sole proprietor papers*), articles of incorporation, by-laws, or operating agreement.
  - Copies of each owner's driver's license
- IRS forms 940 and 941
- Bank statements that correspond with the payroll information provided
- Breakdown of payroll benefits your company offers (if any)
- 1099s (if you are an independent contractor).