Non-Traditional Financing Programs	Turnaround Consulting
Mergers & Acquisitions	Financial Management Services

PPP Loan Application:
LLCs

Required Documents:

All businesses of this type should provide the following:	• Color copy of government issued ID (front and back) • Organizational Documents **(a)** • Payroll Summary Report for pay period that covered February 15, 2020 • 2019 IRS Form W-3 for 2019 and 2020 **(b)** • 2019 IRS Form 940 for 2019 and 2020 **(b)** • Quarterly IRS 941s for 2019 and 2020 **(b)** • Insurance & retirement benefit summary by plan and related documentation **(c)**
For 2nd Draw PPP loans	• If PPP Loan will be greater than $150,000, documentation to prove the 25% or more reduction in revenue **(c) (d)** • PPP First Draw SBA Loan Number
If you have employees outside the US	• W-2s for employees living abroad
If you have employees making over $100,000	• W-2s for employees making over $100K

(a) **Examples include:** *Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation or Articles of Information.*

(b) *To maximize amount of loan, you can use either average compensation for either 2019 or 2020*

(c) *See "Forms" section of Asset Enhancement Solutions Website for templates that can assist you with presenting this information and samples of how to compile this for the lender.*

(d) *Revenue reduction proof includes tax returns, quarterly income statements, bank statements, sales tax returns or other documentation that accomplishes the same purpose.*

Required Information:

• Business Name • Number of Employees as of 2/15/2020 • Business Start Date • Job Title • Date of Birth • Legal Name	• Citizenship Status • Business Address • Personal Phone Number • Personal & Business Phone Number	• NAICS Code (6-digit)*** • Social Security Number • Home Address • Ownership Percentage of Business • Tax Identification Number (9-digit)**

**Please Note: *This is a number that was given to you by the government when you registered your business. The SBA requires all LLCs to have an EIN. If you do not have one, you can* click here *to sign up for one.*

***Please Note: *NAICS is a classification system used for collecting, analyzing and publishing statistical data. It is self-assigned, meaning an individual or business selects their own code that best depicts their primary business activity.* Click here *to determine your NAICS code for the application.*