



Asset Enhancement Solutions, LLC
Creative Solutions to Financial Challenges

Non-Traditional Financing Programs
Mergers & Acquisitions

Turnaround Consulting
Financial Management Services

Information & Documentation needed to Apply for the PPP Loan

The online application requires you provide a significant amount of information about your business and upload various documentation. To assist all categories of applicants gather this information we have prepared the checklist below which summarizes the information you should have available when completing the online application. The checklist first notes the information that “All Applicants” need to apply. The checklist then lists the additional information that Independent Contractors, Single Member LLC’s & Sole Proprietors need to provide as well as the additional information that Businesses & Non-Profits with < 500 Employees & Certain Businesses with > 500 Employees that may be Eligible also need to provide.

All this information should be in PDF format so that you can upload the appropriate documents when requested in the online application. In some cases, you may have to combine or merge certain PDF files. To assist applicants with this task we have added a link in the Disaster Relief Loans section of our website so that applicants can easily download a free trial of Adobe Acrobat DC along with the related instructions on how to combine files.

All Applicants

1. Legal Name of Company/Business
 - a. Trade name or DBA if applicable
2. Type of Business
3. Business EIN/SSN/TIN
4. Business Contact Information
5. Business Address
6. Business Start-date
7. State of incorporation
8. Government issued ID, front and back (ie: Driver’s License)
9. Ownership Information
10. Loan Amount of Purpose: What was the average monthly payroll for the previous 12 calendar months? (Please exclude compensation for individual employees whose principal place of residence is outside of the United States, any compensation for an individual employee in excess of \$100,000, and all 1099 contractors).
11. Number of employees
12. Bank Account and Routing number (ie: Voided check or pre-printed deposit slip)
13. Proof of operation on Feb 15, 2020 (copy of bank statements)
14. Documents verifying the average monthly payroll from calendar year 2019, such as payroll processing records, payroll tax filings, or income and expenses
15. Purpose of Loan: Payroll, Rent, Mortgage/Interest, Other

Independent Contractors, Single Member LLC's & Sole Proprietors

1. 2019 IRS form 1099-Misc
2. 2019 IRS Form 1040 Schedule C

Partnerships

1. 2019 IRS Form W-3
2. 2019 IRS Form 940 as of 12/31/19
3. 2019 IRS Form 941 as of 3/31/20
4. Articles of organization
5. List of employees whose gross wages exceed \$100,000 and the total amount of wages for these employees that are in excess of \$100,000.

Businesses & Non-Profits with < 500 Employees & Certain Businesses with > 500 Employees that may be Eligible

1. 2019 IRS Form 940 as of 12/31/19
2. 2019 IRS Form 941 as of 3/31/20
3. 2019 IRS Form W-3
4. Articles of organization
5. Monthly payroll statements that outline the following costs by month and number of employees (Salary, payroll taxes, wages, commissions, tips)
6. State and local taxes paid by employer for the year ended 2019
7. Documentation for health insurance payments made by employer on behalf of employee
8. Documentation for retirement benefits paid for by employer
9. List of employees whose gross wages exceed \$100,000 and the total amount of wages for these employees that are in excess of \$100,000.

Note: You can still submit your application for the PPP loan without uploading 100% of the documents requested in the application. You should have the ability to retrieve your application and upload the additional documents when they become available. Keep in mind that you will need 100% of the requested documents to get approved by the lender and to receive your PPP loan. Lack of these documents will keep you in the queue and delay the timing of receiving your PPP loan.