

PPP Second Draw Loan - Required Documentation Only If Applying for a Second PPP Loan

All Applicants Must Provide the Following:

- Completed Application SBA 2483-SD. All initials and signatures must be hand signed. Typed or electronically produced initials and signatures are not acceptable. Make sure to initial lines 4 and 5.
- Businesses with more than two owners must provide a list providing the names, titles, ownership percentage, social security numbers or EINs, and home address for owners not listed on page 1 of the application.
- If question 3 of the application is answered yes, provide the required addendum listing the affiliate businesses and the relationship to the applicant business. See the PPP Affiliation Rules.
- Proof of 25% revenue reduction. In most cases, this requires income statements (P&L) for the selected quarter in 2020 and the prior reference quarter. Alternatively, if the reduction is based on the full year revenues, tax returns for both 2019 and 2020 are required even if the 2020 tax return has not been filed. See the application for more details.

Documents Required to Determine Average Monthly Payroll:

Your Selected Year will be used to determine your maximum loan amount. You may use either 2019 or 2020 as your selected year, whichever is better for you. If your selected year is 2020 but you have not yet filed your tax returns, you must complete the required forms.

Sole Proprietors, Independent Contractors and Limited Liability Companies (LLC) that file taxes on Schedule C of the owner's IRS 1040 tax return:

- IRS 1040 Schedule C for the selected year
- All IRS 1099-MISC received in the selected year
- If the business has employees other than the owner:
 - All quarterly IRS 941 or annual IRS 944 filed during the selected year
 - All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
 - Payroll statement from the pay period that covered February 15, 2019
- Non-customers of our bank must provide proof business prior to February 15, 2020, including any of the following:
 - Invoice for the business
 - Bank Statement
 - Book or Record

Farmers (Self Employed):

- IRS 1040 Schedule 1 for the selected year
- IRS 1040 Schedule F for the selected year
- If the business has employees other than the owner:
 - All quarterly IRS 941 or annual IRS 944 filed during the selected year
 - All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
 - Payroll statement from the pay period that covered February 15, 2019
- Non-customers of our bank must provide proof business prior to February 15, 2020, including any of the following:
 - Invoice for the business
 - Bank Statement
 - Book or Record

Partnerships and Limited Liability Companies (LLC) that file taxes on IRS 1065:

- IRS 1065 for the selected year
- All IRS K-1s filed in the selected year
- If the business has employees other than the owner:
 - All quarterly IRS 941 or annual IRS 944 filed during the selected year
 - All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
 - Proof of employer paid Retirement and Health Insurance benefits
 - Payroll statement from the pay period that covered February 15, 2019
- Non-customers of our bank must provide proof business prior to February 15, 2020, including any of the following:
 - Invoice for the business
 - Bank Statement
 - Book or Record

Corporations that file taxes on IRS 1120 or IRS 1120S:

- IRS 1120 or 1120S for the selected year
- All quarterly IRS 941 or annual IRS 944 filed during the selected year
- All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
- Proof of employer paid Retirement and Health Insurance benefits
- Payroll statement from the pay period that covered February 15, 2019

Non-Profit Organizations that file IRS 990:

- All quarterly IRS 941 or annual IRS 944 filed during the selected year
- All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
- Proof of employer paid Retirement and Health Insurance benefits (IRS 990 Part IX or other proof)
- Payroll statement from the pay period that covered February 15, 2019

Non-Profit Religious Institutions, Veterans Organizations, and Tribal Businesses:

- All quarterly IRS 941 or annual IRS 944 filed during the selected year
- All State Unemployment Wage Reports filed in the selected year (SUTA, IDES, MyTaxIllinois, etc.)
- Proof of employer paid Retirement and Health Insurance benefits (IRS 990 Part IX or other proof)
- Payroll statement from the pay period that covered February 15, 2019