

List of documentation needed to submit a PPP application through Virginia Community Capital:

- Payroll Analysis detailing your calculation method
- 2019 tax return (2018 is acceptable if 2019 has not been filed)
- If no 2019 tax returns, 2019 internal financial statements
- If available, January and February 2020 in-house statements
- If returns are on Schedule C, you must provide a company-prepared Balance Sheet for the coinciding year of tax returns provided
- September 30, 2019 and December 31, 2019 payroll tax filings with proof of submission
- Documentation confirming their number of full-time equivalent employees and corresponding payroll cost
- Organization documents pertaining to your legal entity structure, such as articles of incorporation or bylaws/operating agreement or corporate resolution, etc.
- EIN letter from the IRS that verifies the TAX ID number
- Social Security number for each signer and individual with 25% or more ownership
- Copy of driver's license for each signer and individual with 25% or more ownership
- SBA Form 2483 (Access by clicking on the Get PPP Application Form link below)

List of documentation to have on hand for a PPP application to any lender, per Virginia LISC:

- 2019 IRS quarterly 940, 941 or 944 payroll tax reports
- Last 12 months of payroll reports beginning with your last payroll date, including the following:
 - Gross wages for each employee, including the officer(s) if paid W-2 wages
 - Paid time off for each employee
 - Vacation pay for each employee
 - Family medical leave pay for each employee
 - State and local taxes assessed on the employee's compensation for each employee
- 2019 1099s for any independent contractors that would otherwise be an employee of your business (excluding 1099s for services rendered)
- Documentation showing the total of all health insurance premiums paid by the company owner under a group health plan for all employees and owners
- Documentation of the sum of all retirement plan funding paid by the company owner (excluding monies that came from the employees' paycheck contributions). This includes 401K plans, Simple IRAs, and SEP IRAs.