

Paycheck Protection Program Document Reference Sheet

This document provides an overview of documents you may need to provide in support of your application. It is not a comprehensive guide and does not apply to seasonal or new businesses. It applies only to substantiation of payroll costs and not to substantiation of costs related to healthcare, retirement or state and/or local taxes. Please carefully review the [SBA Application Instructions](#) and the SBA's [How to Calculate Maximum Loan Amounts](#) guidance, both of which are available on the [SBA website](#).

Thank you for submitting your application. Please review the list below and follow the directions to upload your documents to your Bank of America Intralinks workspace.

Instructions for document submission:

1. From your Bank of America IntraLinks Instructions folder, download & complete;
 - Paycheck Protection Program Application Addendum
 - Paycheck Protection Program Loan Amount Template

2. Upload payroll and / or tax documentation to your Intralinks workspace.

Once you've uploaded the required information, Bank of America will continue processing your application. If you are missing information, we will contact you. Given the nature of this federal loan application process, information about your application status will NOT be available through Bank of America's Financial Centers or Contact Centers.

Organizations with employees can verify payroll using one of the following Payroll Forms:

- Tax Form 941 (all quarterly statements, may be a trailing 12 months inclusive of Q1 2020)
- Tax Form 940
- Tax Form 943
- Tax Form 944
- Tax Form W3
- 2019 Payroll Processor records including gross salaries and wages (similar to those produced by acceptable payroll providers such as ADP, Paycom, SAP, Ceridian, Intuit/Quickbooks, Paylocity, Workday, Paychex)

In addition, verification that wages were paid to employees between February 14th, 2020 and February 29th, 2020 can be accomplished using one of the following:

- 2020 Tax Form 941
- 2020 Payroll Processor records including gross salaries and wages (similar to those produced by acceptable payroll providers such as ADP, Paycom, SAP, Ceridian, Intuit/Quickbooks, Paylocity, Workday, Paychex)
- For seasonal business requirements see the [SBA website](#).

Other Tax Forms that may be provided to substantiate owner or partner self-employment wages:

Sole Proprietors and Self Employed Farmers	Partnerships	S and C Corps
<ul style="list-style-type: none"> • 2019 Tax Form 1040 Schedule C or 1040 Schedule F (in addition to 1040 Schedule 1) • If no employees, must have a 2019 1099-MISC or 2019 Invoice or 2019 Book of Record or 2019 bank statement 	<ul style="list-style-type: none"> • 2019 Tax Form 1065 • Must include at least one Schedule K-1 	<ul style="list-style-type: none"> • Owner salary must report on appropriate Payroll Form (as listed above) • Tax Form 1120/1120S may be provided to help establish any benefit amounts being claimed in loan amount requested