



PAYCHECK PROTECTION PROGRAM Supporting Documentation Checklist

- Completed and SIGNED SBA Paycheck Protection Program (PPP) Application **(REQUIRED)**
- Schedule of ownership (names and percentages) for the applicant. Ownership should add up to 100% **(REQUIRED)** if 100% ownership not disclosed on PPP Application)
- Beneficial Ownership & Joint Intent forms **(REQUIRED)** if you opened your loan or deposit account with Berkshire Bank **prior** to 5/11/18)
- 2019 IRS 940, 941 or 944 payroll tax reports; if 941, all 4 quarterly reports are required **(REQUIRED)**
- Payroll reports **(REQUIRED)**

Please note that you should contact your payroll service provider. Many payroll companies have customized reports for the PPP program!

Reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:

- Paid time off for each employee
- Vacation pay for each employee
- Family medical leave pay for each employee
- State and local taxes assessed on an employee's compensation
- Must exclude any wages to a single employee in excess of \$100,000.00 **(REQUIRED)**
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
 - Include all employees and the company owners**REQUIRED** if included in loan amount calculation
Unless included in the aforementioned PPP payroll report provided
- Document the sum of all retirement plan funding that was paid by the company owner(s) (do not include funding that came from employees out of their paycheck deferral(s)).
 - Include all employees and the company owners
 - Include 401K plans, Simple IRA, SEP IRA's**REQUIRED** if included in loan amount calculation
Unless included in the aforementioned PPP payroll report provided

