

# Documents Needed for Paycheck Protection Program Loan Application

## Section I – Business information

- Copy of 2019 tax return – all schedules. If a 2019 Tax Return has not been yet filed, then a 2019 Profit and Loss Statement and Balance Sheet.
- 12 months of payroll records (costs defined below) for the 1-year period before the date on which the loan is made.
- Organizational documents, and if multiple owners operating agreement.
- Corporate By-Laws or LLC Documentation from the Secretary of State.

## Section II – Maximum Loan Request Calculation

- Lesser of \$10 million or the two months of your average monthly payroll costs from the last year plus an additional 25% of that amount. Payroll costs will be capped at \$100,000 on an annualized basis for each employee.

### Payroll costs include:

1. Salary, wage, commission, or similar compensation;
2. Payment of cash tip or equivalent;
3. Payment for vacation, parental, family, medical, or sick leave; allowance for dismissal or separation;
4. Payment required for the provisions of group health care benefits, including insurance premiums;
5. Payment of any retirement benefit; or
6. Payment of State or local tax assessed on the compensation of employees; and
7. The sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than **\$100,000** in 1 year, as prorated for the covered period.

To have the application link emailed to you when the SBA begins taking applications, please visit [UCBI.com/CARES](https://www.ucsba.com/CARES) and enter your information.

**\*\*All requirements are subject to final SBA Guidance.**