

## Paycheck Protection Program - Required Document Reference Sheet

Per the Small Business Administrations Interim Final Rule Docket No. SBA-2020-0015

**Thank you for submitting your application. To be considered for the Paycheck Protection Program borrowers must submit the following documentation:**

### **REQUIRED DOCUMENTS**

#### **Organizations with employees who file Tax Form 940**

- Tax Form 940 from 2019
- Bank of America Paycheck Protection Program Loan Amount Template (located in your Bank of America IntraLinks Library folder)
- Bank of America Paycheck Protection Program Application Addendum (located in your Bank of America IntraLinks Library folder)
- Tax form 941 or Payroll processor records for the period including Feb 15, 2020

#### **Documents for Sole Proprietors or Self Employed, Who do not file tax form 940:**

- 1040 Schedule C, if filed for 2019 OR
- Draft 1040 Schedule C for 2019 if not filed
- Bank of America Paycheck Protection Program Application Addendum (located in your Bank of America IntraLinks Library folder)

#### **Documents for All Other Small Businesses:**

- Form 1099-MISC for 2019, for services rendered as an independent contractor
- Bank of America Paycheck Protection Program Application Addendum (located in your Bank of America IntraLinks Library folder)

### **What to expect:**

- From your IntraLinks library, download & complete
  - Paycheck Protection Program Application Addendum
  - Paycheck Protection Program Loan Amount Template
- Upload to your IntraLinks workspace
  - All **REQUIRED DOCUMENTS** listed above based on your business type
- Once you have uploaded all the required documents your application will be reviewed
  - If you are missing information, you'll receive an email notification prompting you to check your IntraLinks workspace
  - Once you've uploaded the required information, Bank of America will confirm your information and submit it to the Small Business Administration for approval
- If your application is approved
  - You'll receive an email notification prompting you to check your IntraLinks workspace
  - A Promissory Note and a Paycheck Protection Program Attestation will be waiting for you in your IntraLinks workspace
  - You'll be required to sign and upload both of these back to your IntraLinks workspace
  - Once these steps are complete, your loan will move to funding & you'll receive one final confirmation email
- If your application is declined you'll receive an email, followed by a letter in the mail

Information about your application status will NOT be available through Bank of America's Financial Centers or Contact Centers. Any communication about the progress of your loan will occur through your IntraLinks workspace OR via a call from our underwriting centers. **Bank representatives** are unable to discuss eligibility with Applicants or assist Applicants in completing the application materials.

