

# GCB RESOURCES

## THE PPP PREP LIST

*Provided by GoodCentsBookkeeping.com*

*The SBA is set to approve more funds sometime after April 23, 2020.  
Here's how to get your ducks in a row!*

### PPP Preparedness

1. Make sure you are eligible
2. Confirm your bank is opening up PPP applications again.
3. If your bank isn't a PPP lender, check out our list of alternate funding sources at the end of this doc
4. Every bank has a different application process, but FOR SURE, their process will mimic [SBA's PPP application](#). Fill this out in advance!

### Document & Deploy

Each bank has different documentation requirements.

These are the most common documents we have seen requested, and we recommend you collect these items right now.

### PROOF OF BUSINESS

1. Articles of Incorporation or Filing documents. These are the documents you filed with your state when you started your business
2. Filing Certificate - this is the "birth certificate" of your business - it states when the state formally recognized the company
3. Date your business was established.

### PAYROLL RECORDS

Remember, the PPP calculation is based on 2.5 times your average monthly payroll. You will need to provide proof that justifies the amount of the loan you are requesting.

- 941 Quarterly Filing Reports for 2019 and Q1-2020

- 2019 W-3
- Payroll reports from your payroll service provider. Gusto, ADP, and Paychex have all made specific PPP reports available to their customers
- Your 2019 Schedule C if you are a sole proprietor
- Medical Insurance Payment Verification (invoices/receipts, if applicable)
- Documentation confirming retirement benefits (if you pay for retirement benefits)

## POTENTIAL DOCS YOU MAY NEED

On various applications, we have randomly seen these items:

### Tax Forms you may need include:

- 2019 and/or 2018 Tax Returns
- State Payroll Tax Forms
- Local Payroll Tax Forms
- Form 1065 and all associated K-1's for Partnerships
- 1099-Misc (for Independent Contractors)
- IRS Form 1040 Schedule C (for sole proprietors)
- If you have received or been approved for an EIDL loan: most recent statement

### Where to Apply for the PPP

Many small businesses have been pushed out of the PPP application process by their banks. Either their banks are not offering PPP loans, or they missed the application window. Here is a list of alternate funding sources.

**Cross River Bank:** [crossriversba.com](http://crossriversba.com) (Good Cents Approved!)

**Paypal:** [paypal.com](http://paypal.com)

**Intuit (Quickbooks):** [quickbooks.intuit.com/small-business/coronavirus/paycheck-protection-program](http://quickbooks.intuit.com/small-business/coronavirus/paycheck-protection-program)

**Kabbage:** [kabbage.com/paycheck-protection-program-loans](https://kabbage.com/paycheck-protection-program-loans)

**Veem:** [veem.com/sba-ppp](https://veem.com/sba-ppp)

**Lendio:** [lendio.com](https://lendio.com)

**Fundera:** [fundera.com](https://fundera.com)

**Divvy:** [getdivvy.com/covid-19/sba-ppp-loans](https://getdivvy.com/covid-19/sba-ppp-loans)

**BlueVin:** [bluevine.com/sba-cares](https://bluevine.com/sba-cares)

**OnDeck:** [ondeck.com/resources/what-is-the-paycheck-protection-program](https://ondeck.com/resources/what-is-the-paycheck-protection-program)

**Funding Circle:** [fundingcircle.com/us/paycheck-app-start/](https://fundingcircle.com/us/paycheck-app-start/)

**NAV:** [app.nav.com/paycheck-protection-program-form](https://app.nav.com/paycheck-protection-program-form)

**Ready Capital:** [ppp.readycapital.com](https://ppp.readycapital.com)

**Square:** [squareup.com/us/en/l/sba-ppp-loans](https://squareup.com/us/en/l/sba-ppp-loans)