**Documents required to apply for a Paycheck Protection Program loan:**

1. 2019 IRS Quarterly 940, 941 or 944 payroll tax reports.
2. Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
	1. Gross wages for each employee, including officer(s) if paid W-2 wages.
	2. Paid time off for each employee
	3. Vacation pay for each employee
	4. Family medical leave pay for each employee
	5. State and local taxes assessed on an employee’s compensation
3. 1099s for independent contractors for 2019.
4. Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
5. Document the sum of all retirement plan funding that was paid by the company owner(s) (does not include funding that came from the employees out of their paycheck deferrals).
6. Government-issued ID for the person competing the application

[PPP Use Requirements and Guidelines](https://www.stinson.com/newsroom-publications-You-Got-Your-PPP-Loan-Now-What)