

CLIENT CHECK-LIST OF NECESSARY DOCUMENTS FOR CARES ACT LOAN

- 1 941's for all 4 quarters in 2019
- 2 Georgia Employment Tax Returns for 2019
- 3 Payroll report for 4th Quarter 2019 - Company prepared and certified
 - Names
 - Social Security Numbers
 - Gross Payroll
 - Additional Payroll items
- 4 Copy of Lease covering premises and personal property
 - Copy of Rent Statement, if available for Dec 2019 Premises
 - Copy of Rent Statement, personal property, Dec 2019 "Other items"
- 5 Copy of retirement plan summary
 - 2019 or 2018 Plan Summary including contributions from Employer
- 6 Copy of health insurance summary
 - Invoice for December 2019
- 7 Copy of December Utilities Bills for
 - Electric
 - Gas
 - Water
 - Transportation
 - Telephone
 - Cellular
 - Internet
- 8 Copy of existence of company (Can pull from Georgia Website), or business license
- 9 Copy of existing Promissory Note on existing indebtedness
 - All items, including mortgage, lines of credit, second mortgage, other
- 10 Application Information
 - Name of Enterprise
 - Address
 - TIN

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