

CNB St. Louis Bank Requires the Following Documentation (If Applicable to Your Business) to Process an SBA Payroll Protection Program Application:

- Payroll reports for 2019 or 2020 (must show the following if included in loan amount calculation):
 - ✓ Gross wages for each employee (including the officer(s) if paid W-2 wages)
 - ✓ Paid time off for each employee
 - ✓ Vacation pay for each employee
 - ✓ Family medical leave pay for each employee
 - ✓ State and local taxes assessed on the employee's compensation for each employee
- 2019 or 2020 IRS Quarterly 940, 941 or 944 payroll tax reports
- Documentation showing total health insurance premiums paid by the company owner under a group health plan. (Include all employees and the company owners.)
- Document the sum of all retirement plan funding that was paid by the company owner. (Do not include funding that came from the employees out of their paycheck deferrals.) Include all employees, including company owners, 401K plans, Simple IRA, SEP IRAs.
- Documentation providing proof that the borrower was operating as of February 15, 2020 (e.g. payroll documentation, 1099-Misc.)
- Self Employed Individuals - IRS Form 1040 Schedule C
- Partnerships - IRS Form 1065 K-1
- Independent Contractors – Form 1099 Misc.
- If this is a “Second Draw” PPP loan, documentation is required to support a 25% quarterly reduction in gross receipts from 2019 to 2020.
 - Quarterly Financial Statements - If the financial statements are not audited, the applicant must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy.
 - Annual Tax Filings - If this comparison is based on annual revenue the supporting document must be annual tax filings.
- Note for Loans \$150,000 and Under: The SBA application indicates borrowers must provide documented proof of a 25% or more decline in quarterly revenue at the time of forgiveness. As part of our commitment to delivering a smooth forgiveness process, CNB St. Louis Bank is requiring borrowers to provide documented proof of revenue decline at the time of application.
- CNB St. Louis Bank asks that the borrower provides clear and orderly calculations supporting the requested loan amount.

* Throughout the underwriting and documentation process, CNB St. Louis Bank may request additional items including, but not limited to, tax returns, organizational documentation, customer identity information and beneficial ownership information.