

# Paycheck Protection Program (PPP) Checklist

TimePayment is proud to be partnered with a participating lender for the **Paycheck Protection Program**. Allow us to provide you the clarity you need about this relief program and how it can benefit your business.



## TWO STEPS BEFORE APPLYING FOR YOUR PPP LOAN

1. Use our [PPP Loan Calculator](#) to estimate how much you qualify for.
2. Gather digital copies of the following documentation. This will be needed in order to complete your application:
  - Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.
  - Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the application of the SBA loan.
  - Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan application. Copies of the monthly invoices should suffice.
  - Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.

Then go to [SBAHelp.TimePayment.com](https://SBAHelp.TimePayment.com) and **Apply**.

If you have any questions about any of the above, email [info@timepayment.com](mailto:info@timepayment.com) or call **877.868.3800**.