



AmPac Business Capital PPP Team Thanks you for your interest in the SBA PPP Loan Program. In order to complete the processing of your submittal file, we will require some additional information from you. Please do not hesitate to email us at PPPLoans@ampac.com

Below is a checklist of items needed with SBA forms to be completed and/or signed.

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| 1. | <p>PPP First Draw Application Form 2483: https://ampactristate.sharefile.com/d-s8ce85d24205a41a5bc018e720988aaa8</p> <p>PPP Second Draw Application Form 2484 - SD https://www.sba.gov/sites/default/files/2021-01/PPP%20Second%20Draw%20Borrower%20Application%20Form%20%281.8.2021%29.pdf</p> | |
| 2. | <p>E-Tran Input Document https://ampactristate.sharefile.com/d-se2e0cc7b9c4443779c0d883c32d405ff</p> | |
| 3. | <p>Copy of California driver license and other identification documents (Passport or Social Security Card)</p> | |
| 4. | <p>-Financial Documents Needed Bank information</p> <ul style="list-style-type: none"> ● Bank Info ● Type of account / Business Account ● Routing Number ● Account Number | |
| 5. | <p>2019 Business Tax Return or Schedule C if Sole Proprietor</p> <ul style="list-style-type: none"> ● Form 940 or 941 or Other Payroll Report | |
| 6. | <p>PPP Loan Calculator & Signed Client Certification Form: https://ampactristate.sharefile.com/d-sb530c33a4b8f46f9970030295f0c88e5 (Closing Documents / Executed Loan Documents come when the borrower get's approved before closing)</p> | |

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| 1. | Copies of payroll tax reports file 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. |
| 2. | 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 origination of the SBA loan. |
| 3. | 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 origination. Copies of the monthly invoices should suffice. |
| 4. | 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. |
| 5. | Copies of your last three months bank statements. (General and Payroll account) |
| 6. | Copies of your current lease or rental agreement |

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| 7. | Copies of your October, November, December 2019 utility bills (gas, water, electricity) |
| 8. | <p>For Sole Props, Independent Contractors, please provide items below:</p> <p>Copy of your 2019 Sch C, or first page of your business tax return (1120s, or 1065)</p> <p>Copy of your 2019 P&L year-end statement, and your YTD 2020 P&L statement. (Please date and sign).</p> <p>Copy of your 1099-Misc (these would be the 1099s that you received)</p> <p>Any items list 1-7.</p> |

