

REQUIRED DOCUMENTS FOR PPP APPLICATIONS

Below is a checklist of items which you must submit as documentation for each of the payroll costs you are using to calculate your eligible PPP Loan Amount. Submitting your packet without the required documentation may result in your application being delayed.

From SBA.gov:

- Completed and Signed PPP Borrower Application Form
<https://www.sba.gov/sites/default/files/2020-04/PPP-Borrower-Application-Form-Fillable.pdf>

From the Borrower:

- 940 and 941's for the Calendar Year 2019
- Payroll Register for Calendar Year 2019
- Listing of any employee whose income was greater \$100,000 in 2019
- Payroll Register for January 1, 2020 through March 31, 2020
- SUTA Payroll Report for Calendar Year 2019
- Documentation of health insurance costs paid by Applicant for employees and owners for Calendar Year 2019
- Documentation of retirement contributions made by Applicant (employer contributions not employee contributions)
- Current balance of any SBA EIDL loans Applicant received, if applicable
- Current balance of any SBA EIDL – COVID-19 loans Applications received, if applicable
- Completed Application Supplemental Information Form
- Copy of completed CARES Act Loan Template Spreadsheet (or similar calculation support).

Once completed, please submit your documents to Jim Gonsman via e-mail or fax.

- E-mail - jgonsman@hometownbankpa.com
- Fax – 814-624-1013

You may alternatively, drop off your documents at the drive-thru at the Bedford Branch. For questions regarding PPP Loans or PPP Loan Application process, please call 814-623-6093 and ask for Jim.