

Samples of Documentation

	B of A	Chase	Comerica	First Independence	Huntington	Level One
Organizations legal name and Tax EIN	X	X	X	X	X	X
Employer's Quarterly Federal Tax Return (form 941) for 2019 and Q1 2020	X	X	X	X	X	X
UIA Employer's Quarterly Wage/Tax Report (form UIA 1028)	X	X	X	X	X	X
Agent signing the online application: Name, work address, phone number, email, title, birthdate, SSN and residential address	X	X	X	X	X	X
Payroll processor payroll summary report (PPP Report)	X		X	X	X	X
2019 and YTD 2020 Monthly Payroll Report (Quickbooks, Gusto, ADP, etc)				?		X
Employer's Annual Federal Unemployment (FUTA) Tax Return for 2019 (Form 940)	X			?		
W-3 for 2019	X					
2019 revenues and loan expense budget (how much of loan will be spent on payroll, rent, utilities and interest)		X				
Agent signing the online application: copy of front/back of valid driver's license, social security card (if not available, submit copy of valid passport)			X			

NOTE: P&L's and Tax Returns are often requested if your organization does not have an existing business relationship with the bank.