SBA PPP LOAN SUBMISSION CHECKLIST

Borrower's Full Legal Business Name	
Loan Officer	
Port Number	

☐	Completed and signed PPP application • https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf o The link above is the most recent containing the proper application which looks to be **version 3. (Form 2483)**
☐	Calculation to support loan amount being requested • Calculator to be provided by bank if requested by client *(Suggested calculator provided; any support for calculation will be accepted.)*
☐	Providing supporting documentation to confirm loan amount • Tax Forms 940, 941 • Quick books or other format providing **annual payroll costs** (12.31.19 recommended; summary format) o Include W-2's or a listing of employees that earn over $100,000

OTHER NEEDED INFORMATION

Are you an existing customer of JD Bank?

☐ YES

☐ NO

Direct Deposit Information:

Routing #	
Account #:	

Is there an agent for the transaction?

➢ Yes	Then provide name & contact #:	
➢ NO	Then proceed	

Confirm Customer's Zip Code:	

NAICS Code	
Email address for each borrower to receive loan documents:	

Borrower1 name & email
  Borrower2 name & email
  Borrower3 name & email	

Comment Section:	
Send all information gathered including this completed form to your Loan Officer	