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**Small Business Administration  
Paycheck Protection Program (“PPP”)  
Supporting Document Checklist**

To help ensure timely processing of your PPP loan application, please provide the following documents:

□ Completed Paycheck Protection Program Application Form, initialized and signed where indicated.

□ Payroll Costs Supporting Documentation

□ Payroll reports from January 1, 2019, and ending on your most recent payroll date. Payroll reports should include the following information for each W-2 officer or employee:

□ Gross wages (including salary, commissions and tips)

□ Paid time off

□ Vacation pay

□ Family medical leave

□ State and local taxes

□ Documentation showing the total amount of premiums and costs paid for group health care benefits from January 1, 2019, and ending on your most recent payroll date.

□ Documentation showing the total amount of retirement plan funding paid by the company during the period starting from January 1, 2019, and ending on your most recent payroll date, including under 401K plans, Simple IRAs, SEP IRAs and other retirement plans.

□ 2019 IRS Quarterly Payroll Tax Reports (form 940, 941 or 944), as applicable.

□ All 1099s issued to independent contractors for 2019 and amounts paid to independent contractors and amounts paid to independent contractors from January 1, 2020, through your last payroll period.

\* Evolving SBA loan guidance may require additional information.

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