



Documentation must be submitted to establish eligibility and to support payroll amounts.

Second Draw Required Documentation

- Profit and Loss Statements or tax return information for 2019 and 2020 to document the 25% or greater reduction in gross receipts between comparable quarters in 2019 and 2020
- **If you are a Sole Proprietor:**
 - 2019 or 2020* Form 1040 Schedule C
 - IRS Form 1099-MISC detailing nonemployee compensation received (*if applicable*)
 - If you do not have W-2 employees, a February 2020 bank statement or invoice to establish business was in operation on or around February 15, 2020
 - If you have W-2 employees, please also see below
- **If you are a Partnership:**
 - 2019 or 2020* IRS Form 1065 (*including K-1s for each partner*)
 - If you do not have W-2 employees, a February 2020 bank statement or invoice to establish business was in operation on or around February 15, 2020
 - If you have W-2 employees, please also see below
- **If you are a Farmer:**
 - 2019 or 2020* Form 1040 Schedule F
 - IRS Form 1099-MISC detailing nonemployee compensation received (*if applicable*)
 - If you do not have W-2 employees, a February 2020 bank statement or invoice to establish business was in operation on or around February 15, 2020
 - If you have W-2 employees, please also see below
- **For ALL entities that have W-2 employees, we will require:**
 - 2019 or 2020 Form 941 for each quarter
 - 2019 or 2020 State quarterly wage unemployment insurance tax reporting forms
 - Evidence of any employer contributions to retirement and/or health insurance (if including these costs in the calculation)
 - List of employees with annual gross wages greater than \$100,000

Skyline National Bank may already have your business' supporting documents on file

- **If you are a new loan customer, the following will be required, in addition to that listed above:**
 - Articles of Incorporation/Organization
 - By Laws
 - Ownership Structure of Business
 - The SBA loan number of your 2020 PPP loan

**2020 IRS forms may be submitted in draft format if no changes are expected prior to final submission.*