Payroll Protection Program (PPP)
Checklist for New First Horizon Clients

Business Information
☐ Legal Name of Business, verified by the following:
  ☐ Certificate of Good Standing
  ☐ Certificate of Existence
  ☐ Articles or Certification of Incorporation
  ☐ Business Charter
  ☐ Business License/Business Tax License
  ☐ Articles of Organization
  ☐ Trust Agreement
  ☐ Financial Statements
☐ Business Tax Identification Number
☐ NAICS code
☐ Street Address
☐ Mailing Address, if different
☐ Business Phone, Fax

Authorized Signer Information
☐ Full Legal Name
☐ Valid Identification, document type, issuer, issue date and expiration date. The following is a list of acceptable forms of identification:
  ☐ U.S. State Issued Photo Driver’s License (50 states & D.C.)
  ☐ U.S. State Issued Photo ID (50 states & D.C.)
  ☐ Passport with Photo (Domestic & Foreign)
  ☐ U.S. Military or Dependent Photo ID
  ☐ U.S. Government Permanent Resident Photo ID
  ☐ U.S. Government Temporary Resident Photo ID
  ☐ U.S. Government Employment Authorization Photo ID (foreign persons only)
  ☐ U.S. Government Travel Document Photo ID (foreign persons only)
  ☐ U.S. State Issued Handgun Carry Permit with Photo (50 states and D.C.)
  ☐ U.S. Government Issued VISA Photo ID
☐ Social Security Number
☐ Date of Birth
☐ Country of Citizenship
☐ Street Address (# of years at current address)
☐ Mailing Address, if different
☐ Phone, Email Address
☐ Employment Information (Employer and Employment Status)