

## Payroll Protection Program (PPP) Checklist

### 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)