

PPP LOAN CHECKLIST

AMERICAN BANK OF MISSOURI

Borrower Application

	PPP BORROWER Application Form 3245-0407 <i>Please Note: if there are no owners of 20% or more, the Name, Address and Social Security for at least one Officer, Director, Member, Manager with signing authority should be listed in the Applicant Ownership section</i>
	NAICS Code
	Calculation Form for maximum loan amount (to completed by the borrower)
	Written response to the following question: Have you, or any business owned or controlled by you, ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been guarantor on such a loan? (including student loans).

Evidence of payroll costs to determine loan amount:

	W-3 or equivalent Annual Payroll report (which should include all payroll related expenses/deductions) for 2019
	Payroll processor records showing employees that were paid salaries and payroll taxes as of 2/15/20 or quarterly.
	Statements or reports detailing amounts paid by both borrower and employees for health insurance in 2019
	Statements or reports detailing retirement plan contributions made by employer for 2019
	Statements or reports detailing employer portion of state and local employment taxes for 2019

Corporate Documents

	Articles of Incorporation or Organization
	By-Laws or Operating Agreement
	Tax ID/EIN Verification from IRS (SS-4 form)

NEW CUSTOMERS - Entity

This section only applies for entities that do not currently bank with American Bank of Missouri

	BSA Questionnaire (entity)
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NEW CUSTOMERS - 1099 Contractor or Sole Proprietor

This section only applies for 1099 Contractor/Sole Props that do not currently bank with American Bank of Missouri

	BSA Questionnaire (individual)
	Legible Copy of State Issued ID (<i>front and back</i>)
	Secon form of ID (<i>ex: credit card, insurance card, SS card</i>)
	Document that verifies Social Security number (<i>ex: SS card, Tax return, etc</i>)

Please Note: this list includes the minimum documentation needed to process your application - additonal documentation may be needed to approve and/or close your loan