

SBA Paycheck Protection Program Borrower Checklist

Borrower Legal Name:

1) Are you an existing customer of Citizens Bank of Edmond?

If the answer is no, complete the CIP Sheet for new personal and/or business customers

- 2) Business Date of Formation*
- 3) Business NAICS Code:
- 4) Business Address (including Zip Code and 4 digits extension)
- 5) E-Sign Consent signed and returned

Business Owners (20% or more)

Complete the CIP sheet for new personal and/or business customers

Owner 1:

Address (including Zip Code and Extension):

Owner 2:

Address (including Zip Code and Extension):

Owner 3:

Address (including Zip Code and Extension):

Owner 4:

Address (including Zip Code and Extension):

Owner 5:

Address (including Zip Code and Extension):

Payroll Costs Verification Loan Amount Calculation Sheet:

Borrower to complete Loan Amount Calculation Sheet using payroll costs documents listed below. Refer to SBA Guidance on how to calculate maximum loan amounts by business type.

Sole Proprietors/Independent Contractors:

- a. 2019 Sch C & 2019 Form 1099- Misc
- b. 2019 Sch F

S-Corps, C-Corps, LLCs taxed as S-Corp, Non-Profit:

- a. 2019 RS form 941 or W-3/W-2
- b. 2019/2020 Business Tax Return or other documentations **

Partnerships:

- a. 2019/2020 IRS form 941 or W-3/W-2
- b. 2019 Business Tax Return or other documentations **
- c. Sch K-1 of general partners (IRS Form 1065)

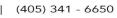
^{**}Records from a retirement administrator can be used to document employer retirement contributions while records from a health insurance company or third-party administrator for a self-insured plan can document employer health insurance contributions.













^{*}Borrowers must provide invoice, bank statement, or book of record establishing you were in operations in 2019 & a 2020 invoice, bank statement, payroll statement or book of record establishing you were in operation and had employees (if applicable) on February 15, 2020