



## 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)

*\*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*

*\*\*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.*

