



# Highland Bank

Your Business, Our Bank.

## **PAYCHECK PROTECTION PROGRAM (PPP) Supporting Documentation Needed**

- 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
- Tax Form - Schedule C for Sole Prop
- Tax Form – 1120S for Sub-Chapter S
- 1099's for Independent Contractor
- Payroll Reports for a twelve-month period, showing the following information:
  - Gross wages for each employee including officers if paid by W-2 wages
  - State and Local Taxes assessed on employee compensation
  - Paid time off, vacation pay, and family medical leave pay for each employee
- Health insurance premiums paid by the company under a group health plan. Include all employees and company owners.
- The FINAL Paycheck Protection Program Application Form 2483 [SBA PPP Borrower Application Form Revised June 2020.pdf](#)
- Requested Funding Date: (if other than immediate)
  - Loan will be processed as quickly as possible unless noted above.
- Who will be signing Loan Documents? (Name & Title)
- Bank Account detail for loan proceeds:
- Highland Bank Clients: \*updated corporate documents may be requested

## **CORPORATE DOCUMENTS NEEDED IF NEW CLIENT TO HIGHLAND BANK**

- Articles of Incorporation / Organization / Partnership Agreement / Bylaws or Operating Agreement
  - Certificate of Assumed Name (if “doing business as” another entity name)
  - Occupation/Nature of Business – NAICS # is required. This may be on your business tax return, or you can use the link below for search.  
<https://www.naics.com/search/>
  - Completion of the Beneficial Owner and/or Control Person Information (20% or more ownership). *Link below*
    - Copy of Driver's License or Passport (requires address verification) – in color, 125% for all parties on the Beneficial Owner Form
- Beneficial Owner Form Link*  
<https://21kf511zkzbr35h8qxi5dprn-wpengine.netdna-ssl.com/wp-content/uploads/2020/04/CERTIFICATION-OF-BENEFICIAL-OWNER-.pdf>

