

**Payment Protection Program Required Documentation**  
**(Subject to Change)**

**If Existing Business:**

- Payment Protection Program Application
- Previous year's four quarterly Federal Form 941 reports
- 12/31/2019 – Annual payroll report reflecting payroll expense per employee (including break-out of Health Expense, Retirement Expense & Employer Tax Expense)
- Employee Roster

**If New Business:**

- Payment Protection Program Application
- 1/01/2020 – 2/29/2020 – Annual payroll report showing payroll expense per employee (including break-out of Health Expense, Retirement Expense & Employer Tax Expense)
- Employee Roster

**If Seasonal Business (with majority of payroll occurring February – June):**

- Payment Protection Program Application
- 2/15/2019 – 6/30/2019 – Annual Payroll Report Showing Payroll Expense per Employee (including break-out of Health Expense, Retirement Expense & Employer Tax Expense)
- Employee Roster