

Paycheck Protection Program Documentation Prep List

Get prepared for your Paycheck Protection Program (PPP) Loan application!

Use the following checklist to gather the documentation that you need to complete your application. When the SBA opens the portal for PPP funding, Nav will notify you immediately so you can begin your loan application.

How do I know if my business is eligible?

Previous PPP loan recipients with fewer than 300 employees may qualify for a second draw loan if they have more than a 25% drop in revenue in any quarter compared to the same quarter the previous year, or 2020 compared to 2019. If you are applying for your second PPP loan, you will need to have used the full amount of funds from your first PPP loan on eligible expenses before your second is disbursed.



CARES Act Report

A CARES Act Report is generated straight from your payroll provider, such as ADP, Paychex, Gusto, Intuit Payroll, and Zenefits. This method allows your loan processing team to review your loan quicker. Visit [Nav's PPP Resource Center](#) to learn how your payroll processor can help.



Tax Documents for 2019

Choose a tax document that's easiest for you to provide. Your selected tax document will depend on your business's entity type.

Business Type	Tax Documents Required	
S Corporations	Form 1120-S	Form 941
Partnerships and/or LLCs	Form 1065	Form 941
C Corporations	Form 1120	Form 941
Sole Proprietors or Independent Contractors	Form 1040	N/A
Non-profits	Form 990	Form 941 or 944



Voided Check

You will need to submit a photo or copy of a voided check, front and back, from your business bank checking account.



Driver's License or Passport

You will need a photo or color copy of the front and back of your identification. Taking a photo with your smartphone works well.



SBA loan number of First Draw PPP loan (*applicable for Second Draw PPP Loan Applicants*)

If you are applying for a second draw PPP loan, you must include the SBA loan number of your first PPP loan. SBA loan numbers have eight numbers followed by a dash then two more numbers; i.e. XXXXXXXX-XX.

When it's time to apply, please visit www.nav.com to start your PPP loan application.