



CARES Act: What Nonprofits Need to Apply for Small Business Administration (SBA) Loans

While nonprofits wait for official loan application process to begin (remember to check with your banker), there are things that nonprofit leaders can be doing **now** to make the application process smoother once it does begin. Independent Sector recently engaged one large financial institution that serves many nonprofit clients and learned the following are important pieces of information to collect in order to apply for an SBA loan.

You'll need:

1. 2019 IRS Quarterly 940, 941 or 944 payroll tax reports
2. Last 12 months of Payroll Reports beginning with your last payroll date and going backwards 12 months.
 - Payroll report must show the following for the time period above:
 - Gross wages for each employee, including the officer(s) if paid W-2 wages
 - Paid time off for each employee
 - Vacation pay for each employee
 - Family medical leave pay for each employee
 - State and Local taxes assessed on the employee's compensation for each employee
1. 1099s for 2019 for independent contractors that would otherwise be an employee of your business
 - Do NOT include 1099s for services
2. Documentation showing total of all health insurance premiums paid by the Company Owner under a group health plan.
 - Include all employees and the company owners
3. Document the sum of all retirement plan funding that was paid by the Company Owner (do not include funding that came from the employee's out of their paycheck deferrals)
 - Include all employees, including company owners
 - 401K plans, Simple IRA, SEP IRAs. (edited)