

**Paycheck Protection Program
Borrower Checklist - Other 501(c) Organization**

In addition to a completed Borrower Application, this checklist must be completed & signed by the borrowing representative for the application to be considered for the PPP Loan Program.

Entity documents required for Other 501(c) Organizations - select either Union or Union Training Center/JATC's:

Union:

- By-laws or Constitution
- Authorization/Minutes naming who is authorized to apply for and sign for the PPP loan

Union Training Centers/JATC's:

- Declaration of Trust
- Authorization/Minutes naming who is authorized to apply for and sign for the PPP loan, as approved by the Trustees

Payroll / Tax Documentation / Loan Document Signer Information Required

- 1st quarter 2020 IRS Tax Form 941

Borrowers may utilize 2019 **OR** 2020 information to obtain a PPP Loan. Select either 2019 **OR** 2020

- 2019 Information Utilized
 - 2019 calendar year payroll report required. Note: individuals are capped at \$100,000 annual salary.
 - Summary report showing how 'Average Monthly Payroll' and '...Loan Request Amount' were calculated.
 - Most recent available 990 or LM-2 (note: borrower is ineligible for PPP loan if 15% or more of revenue was generated from lobbying efforts OR if 15% or more of expenses were paid for lobbying efforts).
 - If benefits utilized in payroll calculation, provide supporting documentation.
- 2020 Information Utilized
 - 2020 calendar year payroll report required. Note: individuals are capped at \$100,000 annual salary.
 - Summary report showing how 'Average Monthly Payroll' and '...Loan Request Amount' were calculated.
 - Most recent available 990 or LM-2 (note: borrower is ineligible for PPP loan if 15% or more of revenue was generated from lobbying efforts OR if 15% or more of expenses were paid for lobbying efforts).
 - If benefits utilized in payroll calculation, provide supporting documentation.

Loan Document Signer Information:

- Color copy of State issued ID

Legal Name (this will appear on loan documents): _____

Job Title: _____

Social Security Number: _____

Email address (loan documents will be sent to this address): _____

- Additional loan document signers (please attach document with the information above for additional signers).

Helpful Hints for attached PPP Loan Application:

NAICS Code – <https://www.naics.com/search/> typically: Unions = 813930 ; JATC's = 611513

Business Address (PLEASE include zip+4) -- <https://tools.usps.com/zip-code-lookup.htm?byaddress>

SAMPLE ONLY

DO NOT FILL AND SUBMIT

Last Revision: 3/29/2021

Bank of Labor make no warranties or representations for the Paycheck Protection Program. Borrower acknowledges this is an SBA program therefore final decisions on application and loan forgiveness are determined by the SBA.

Signature of Authorized Representative of Applicant

Date

Print Name

Title

SAMPLE ONLY
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