

**Headquarters**

P.O. Box BW Hagåtña, Guam 96932
Tel: (671) 472-5300

Member FDIC

Payroll Protection Program Checklist

Please provide the following documents:

- PPP APPLICATION: SBA Form 2483 04/20**
- 2019 PAYROLL DOCUMENTATION:**
Payroll ledger, payroll tax filings (941s, 1099s, etc.), income/expense statement, etc.
- COMPUTATION OF AVERAGE MONTHLY PAYROLL**
- PAYROLL RECORDS**
Showing that employees were paid salaries & payroll taxes on 2/15/2020
- FEBRUARY 2020 GRT FILING**
- CURRENT BUSINESS LICENSE**
- BREAKDOWN OF PURPOSE OF LOAN** (dollar amount for each use)
- IF APPLICABLE, LIST OF ALL OTHER OWNERS NOT LISTED ON APPLICATION**
(title, ownership%, SSN, mailing & street address)
- COPY OF IDs FOR OWNERS, SIGNERS, OFFICERS**
- BENEFICIAL OWNERSHIP FORM**
- MARIJUANA CERTIFICATION**
- ORGANIZATIONAL DOCUMENTS:** (not needed if existing BOG customer)
 - for Corporation: Certificate of Incorporation, Articles of Incorporation, By-laws, etc.
 - for Limited Liability Company: Articles of Organization, LLC Certificate, Operating Agreement, etc.
 - for Partnership: Partnership Agreement, Certificate, etc.



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Payroll Protection Program Questionnaire

Please answer the following questions:

Full Name: _____

1. What is your NAICS code? _____

(To find your NAICS code, go to https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)

2. When was the business established? _____

3. What are the physical street addresses of applicant and each owner?

4. Are you a franchise? YES NO

5. Have you or any business owned or controlled by you ever obtained a direct or guaranteed loan from SBA or any other Federal agency or been a guarantor on such a loan, including student loans? YES NO

6. Is a member of Congress, or an appointed official or employee of the legislative or judicial branch of the Federal Government; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or household member of such individual, of the Applicant? YES NO

7. Is any Government employee having a grade of at least GS-13 or higher or a household member of such individual; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, of the Applicant? YES NO

8. Is any member or employee of a Small Business Advisory Council or a SCORE volunteer; a sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest, or a household member of such an individual, of the Applicant? YES NO

Please email all documents to commercialbanking@bankofguam.com