BANKERS' BANK
OF KANSAS

BBOK APPLICATION CHECKLIST **2nd Draw Borrowers**

Due to the high volume of applications, we request that you provide all of the information indicated on the checklist before submitting a Paycheck Protection Program application. Once we receive a completed package, we will verify the information and upload the application. We appreciate your assistance in making this a smooth and timely process.

Missing documentation or information may delay processing the application.

DOCUMENTATION

Required:

☐ **SBA Borrower Application**
Documentation showing a 25% reduction in gross receipts

☐ **Payroll tax reports filed with IRS** (2019 + Q1 2020 or 2020)
Forms W-3, 940, and 941 (all 4 quarters) or 943
State income and unemployment tax filing report(s) (all 4 quarters)

☐ **If requested funding includes health insurance premium documentation**
Copies of monthly invoices for premiums paid by the company under a group health plan, including owner of the company for the preceding 12 months

☐ **If requested funding includes retirement plan funding documentation**
Copies of work papers, schedules and remittances to the retirement plan administrator for retirement plan funding by the employer for the preceding 12 months

☐ **If requested funding is for a Sole Proprietor**
Copies of 1040 Schedule F or Schedule C
Records proving the borrower is self-employed and in business on or before February 15, 2020

Requested:

To further Expedite the process, please include the following entity documentation:

Corporation
- ☐ Articles of Incorporation
- ☐ Certificate of Good Standing
- ☐ Tax ID
- ☐ DBA name, if applicable

Limited Liability Company (LLC)
- ☐ Articles of Organization
- ☐ Certificate of Good Standing
- ☐ Tax ID
- ☐ DBA name, if applicable

General Partnership
- ☐ Partnership Agreement
- ☐ Tax ID
- ☐ DBA name, if applicable

Limited Partnership (LP)
- ☐ Partnership Agreement
- ☐ Certificate of LTD Partnership
- ☐ Tax ID
- ☐ DBA Name, if applicable

ADDITIONAL INFORMATION REQUIRED

Customer's Mailing Address (No P.O. Boxes) **** Information required to submit application and fund loan.*

Street

City State *** Zip (+4)

Mailing address +4 zip code can be found on utility or other billing information.

*** **NAICS Code**

Franchise Code (if applicable)

Has the borrower ever had a prior SBA loan? Yes ☐ No ☐

Is anyone in the company a Government Employee? Yes ☐ No ☐

Is anyone in the company a member of Congress? Yes ☐ No ☐

*** **Date business was established:**

*** **Beneficial Ownership Form** ☐

Has the borrower requested forgiveness for their 1st round draw? Yes ☐ No ☐

FUNDING INFORMATION

By ACH (preferred method):

Bank Name:

Address:

R/T Number

Customer Account Number

By Check ☐

- For BBOK Use Only -

Lender Comments:

Loan Number: _____

Payment Amount: _____

1st Payment Due Date: _____

_____ _____

Bank Officer Signature Date

Name Email

Bank Phone

City

Upload the documentation along with this checklist to SAFe.bbok.com. If you need to activate a profile or reset your password, please contact Dennis Willey (dwilley@bbok.com / 316-681-9232).