**Documents and information to gather before you apply for PPP**

Annual numbers - use Jan - Dec. 2019 (easiest) or create a year

Collect these items before you apply -

* Proof of payroll - W3, W2, Payroll report for payroll company or bookkeeper
* Proof of taxes paid - 941, 940, 944
* Proof of health insurance benefits paid - receipts or invoices
* Proof of employer paid retirement plan benefits - receipts or invoices or payroll company

EIN number (tax id)

NCAIS number for your business category (look it up here - <https://www.census.gov/eos/www/naics/>

Net profit for year