

# FIRST HOME BANK

## DOCUMENTATION REQUIREMENTS FOR SCHEDULE C FILERS

Revised 03.08.2021

FIRST DRAW - SCHEDULE C	SECOND DRAW - SCHEDULE C	DOCUMENT TYPE	COMMENTS
Required	Required	Driver's License	Color copy or photo of front and back of license.
Required	Required	IRS Form 1040, Schedule C	For the tax year used to calculate your loan amount
Required	Required	Business Bank Statements - January & February 2020	January 2020 & February 2020 business operating account statements to verify the business was in operation and paying payroll (if applicable) on or before February 15, 2020
Required	Required	Voided Check	A legible copy of a check for the account provided on the funding information screen.
Required IF: Borrower Answers "Yes" to Affiliate Question #3	Required IF: Borrower Answers "Yes" to Affiliate Question #3	Application Addendum A - Affiliate Addendum	Required because applicant answered "Yes" to, "Is the Applicant or any owner of the Applicant an owner of any other business, or have common management (including management agreement) with any other business?" Addendum can be found here: <a href="https://www.firsthomebank.com/business/ppp-funding/">https://www.firsthomebank.com/business/ppp-funding/</a>
Required IF: Borrower Answers "Yes" to EIDL Question #4	Not Applicable	Application Addendum B- EIDL Addendum	Required because applicant answered "Yes" to, "Did the Applicant receive an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020?" Addendum can be found here: <a href="https://www.firsthomebank.com/business/ppp-funding/">https://www.firsthomebank.com/business/ppp-funding/</a>
Required IF: Number of employees is greater than 1	Required IF: Number of employees is greater than 1	IRS Form 941 - Employer's Quarterly Federal Tax Return	For the tax year used to calculate your loan amount. May provide equivalent payroll processor records containing similar information.
Required IF: Number of employees is greater than 1	Required IF: Number of employees is greater than 1	State Quarterly Wage Unemployment Tax Reporting	For the tax year used to calculate your loan amount. May provide equivalent payroll processor records containing similar information.
Required IF: Number of employees is greater than 1	Required IF: Number of employees is greater than 1	Payroll Statement Covering 2/15/2020 Pay Period	
Required IF: Used to calculate loan amount	Required IF: Used to calculate loan amount	Evidence of Retirement & Health Insurance Contributions	If used to calculate requested loan amount (line 19 of Schedule C) and you have not uploaded payroll processor records with this information.
Required IF: Application is signed by a non-owner	Required IF: Application is signed by a non-owner	Driver's License - For non-owner signers ONLY	Color copy or photo of front and back for signers not previously uploaded in applicant ownership section.
N/A	Required IF: loan amount is greater than \$150,000	Documentation to Support Reduction in Gross Receipts	May include relevant tax forms, quarterly financial statements, or bank statements. Loans less than equal to \$150,000 will be required to provide this documentation at time of forgiveness application.