REDSTONE
FEDERAL CREDIT UNION

Paycheck Protection Program (PPP)

Documentation Requirements

The following information is required at the time of application:

1. Completed PPP loan application including certifications. **Please include your RFCU business member number in your email correspondence when submitting the application.**

2. Copies of payroll reports (940 or 941) beginning January 2019 through the 1st quarter of 2020. For businesses established during 2019, payroll reports from inception through the 1st quarter of 2020. (**2019 Federal Tax Return acceptable**)

   a. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of monthly invoices should suffice.

   b. Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of work papers, schedules and remittances to the retirement plan administrator should be sufficient.

3. Copies of recorded business organizational documents.

Please email your completed PPP loan application and documents to businesslending3@redfcu.org.

Notes:

- **In order to qualify, the business must have been established on or before 2/15/2020.**
- Non-Members **should contact one of our local branches in order to establish membership, if qualified, prior to making application.**
- **See application regarding debt forgiveness requirements.**