



Paycheck Protection Program Application Information and Supporting Documents

Borrower:

Documents and Information Required at Application

- 1) SBA Application and Certification - Complete, sign, and return as soon as possible.
- 2) Copies of Driver's License for each owner who owns 20% or more of borrowing entity
- 3) Articles of Organization/Incorporation for borrowing entity (if bank does not already have)
- 4) Bylaws/Operating Agreement for borrowing entity (if bank does not already have)

Complete informatin below and provide supporting documentation

Payroll Costs	2019 Totals	Documentation Required
Payment Type		
Salary, wage, commission		Submit documentation to support amounts listed, as applicable.
Cash tip or equivalent		
Vacation, parental, family, medical or sick leave		Each business is unique and available documentation may vary. It is not necessary to include all of the documentation below, but appropriate documentation MAY include: 1) Form W3 2) Forms 940 or 941 for full year 3) State income, payroll, and unemployment insurance filings 4) Payroll Reports 5) Invoices or other documentation for health insurance premiums 6) 2019 Tax return 7) Other documentation that adequately supports the information provided.
Allowance for dismissal or separation		
Payment for provision of group health care benefits (insurance premiums)		
Payment of any Retirement benefits		
Payment of State or Local Payroll Tax		
If Sole Proprietor or Independent Contractor, net income from self-employment		
Total Gross Payroll Costs		
Exclusions:		
Sum of compensation in excess of \$100,000 (annualized) paid to individual employees		
Federal Income Tax and FICA withholding, Railroad Retirement, Employers share of FICA		
Wages paid to employees whose principal residence is outside of the United States		
Qualified sick leave or family leave for which a credit is allowed under the Families First Coronavirus Reponse Act		
Total Exclusions:		
Total Eligible Payroll Costs (Gross minus Exclusions):		

Employment Information

Average FTE per month from February 15, 2019 to June 30, 2019		In addition to documentation noted above, please provide evidence of Average Full-Time Equivalent employees for time periods noted.
Average FTE per month from January 1, 2020 to February 29, 2020		
Was business in operation and paying employees on February 15, 2020?		

Estimated Use of Funds and Information Required to Estimate Forgivable Amount of Loan

Estimated Employment Information

Expected Avg FTE per month for the 8 week period beginning on date of loan.		No documentation is required with the application. However, supporting documentation will be required when you apply for forgiveness of the loan.
For employees who earned less than \$100,000 (annualized) in 2019, amount of reduction in wages greater than 25% compared to most recent full quarter, pro-rated for 8 week period after date of loan.		
Has employer reduced employment or wages during the period from February 15, 2020 thru April 27, 2020?		
For employees who earned less than \$100,000 (annualized) in 2019, amount of reduction in wages greater than 25% compared to most recent full quarter, pro-rated for 8 week period after date of loan.		
Will reduction in employment and/or wages be eliminated by June 30, 2020? FTE and wages		

Estimated Expenses During 8 Week Period After Date of Loan

Payroll (net of Exclusions, as noted above)		No documentation is required with the application. However, supporting documentation will be required when you apply for forgiveness of the loan.
Rent or Lease Payment		
Mortgage Interest		
Utilities Expense		