

## FIRST DRAW LOAN CUSTOMERS

**SBA Paycheck Protection Program Application with Addendums A & B (if applicable)**

**Resolution to Borrow**

**Current Organizational Documents**

**Evidence that the company was in operation**

- **Year Round Operator**—An invoice, bank statement or book of record that covers Feb. 15, 2020
- **Seasonal Operator & Dormant on Feb. 15, 2020**—payroll statement or similar documentation, invoice, bank statement, or book of record evidencing that the entity was in operation for any 12-week period between Feb. 15, 2019 and Feb. 15, 2020

**Based on your payroll status and operating cycle, provide these documents as listed below (can opt to use 2019 OR 2020 except as noted below):**

- **Year Round Operator with No Payroll:**
  - IRS Tax Form 1040 Schedule C – even if not filed with IRS
- **Seasonal Operator with No Payroll:**
  - 12-Week Consecutive Profit & Loss Statement
    - between the dates of 2/15/19 and 2/15/20
  - Eligibility Paperwork for Seasonal Declaration
- **Year Round Operator with Payroll:**
  - IRS Tax Form 1040 Schedule C – even if not filed with IRS
  - Payroll Summary Information Signed and Dated by Borrower
  - Can choose between:
    - IRS Tax Form 941 AND State quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020
    - All W-2s for employees and W-3
    - Equivalent payroll processor records, including quarterly and annual tax reports

- If fisherman, 1099-MISC for each crewmember whose wages are included in payroll summary calculation
- Copy of Employer's Retirement Contributions
- Copy of Company Paid Health Insurance

● **Seasonal Operator with Payroll:**

- Payroll Summary Information Signed and Dated by Borrower
- 12-Week Consecutive Profit & Loss Statement including a line item for payroll costs or crewmember's wages
  - between the dates of 2/15/19 and 2/15/20
- If fisherman, 1099-MISC for each crewmember whose wages are included in payroll summary calculation
- Copy of Employer's Retirement Contributions
- Copy of Company Paid Health Insurance
- Eligibility Paperwork for Seasonal Declaration

● **Seasonal Eligibility Paperwork:**

- Attestation Statement (provided by First Bank)
- Choose Between:
  - Gross Receipts by Month for Preceding Calendar Year
  - Evidence that Borrower is Not in Operation for 7 Months out of Calendar Year

## SECOND DRAW LOAN CUSTOMERS

**Same as for FIRST DRAW LOAN CUSTOMERS**

**Eligibility Documentation**

● **Loans under \$150,000**

- Eligibility documentation can be provided prior to forgiveness application

● **Loans over \$150,000**

- Annual Method for Year Round Entities
  - Both Years of Tax Returns
- Quarterly Method
  - Company-prepared financial statements for the comparable calendar quarters