

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**—must submit a payroll statement or similar documentation that covers Feb. 15, 2020
 - **Seasonal & Dormant on Feb. 15, 2020** – must submit a payroll statement or similar documentation that is 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 Payroll:**
 - Payroll Summary Information Signed and Dated by Borrower
 - Can choose between:
 - IRS Tax Form 990 Part IX
 - Copy of Employer's Retirement Contributions AND Copy of Company Paid Health Insurance
 - 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

- **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
 - between the dates of 2/15/19 and 2/15/20
 - 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