



The following information will be required to complete the Paycheck Protection Program loan application, which we expect to be available through your local bank starting April 3, 2020:

**1. Entity Information**

Entity Legal Name:  
Trade Name or DBA, if applicable:  
EIN/SSN:  
Organization Type:

Primary Physical Address:  
City:  
State:  
Zip:

**2. Ownership**

The name, title, Tax ID Number (EIN/SSN), address, affiliates (other businesses/common management), and ownership percentage of each owner with at least a 20% ownership stake in the entity will be necessary, if applicable based upon the organization type.

**3. Payroll**

- a. Payroll Summary Report (Register) for 2019.
  - i. This summary should be detailed by employee and pay period, for 2019.
- b. From (1) the accounting system, a breakdown by employee and (2) the general ledger, expense account support showing the total of payroll benefits for 2019, including:
  - i. Vacation, parental, family, medical, or sick leave
  - ii. allowance for dismissal or separation (severance)
  - iii. employer portion of group healthcare benefits (insurance premiums)
  - iv. employer portion of retirement benefits (401(k), pension, etc.)
  - v. state and local tax assessed on employee compensation
- c. Eligible compensation is capped at \$100,000 per employee, based upon salary.

**4. Tax Documents**

- a. Most recent federal tax return(s) filed.
- b. Quarterly TWC wage report filings for 2019.
- c. Quarterly Form 941s for 2019.
- d. Annual Form 940s for 2019.

**5. Loan Forgiveness – For Future Reference**

- a. A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the eight-week period beginning on the date of the original loan:
  - i. Payroll costs (using same definition of payroll costs used to determine loan eligibility)
  - ii. Interest on the mortgage obligation incurred in the ordinary course of business.
  - iii. Rent on a leasing agreement
  - iv. Payments on utilities (electricity, gas, water, transportation, telephone, or internet)
- b. The loan forgiveness cannot exceed the principal. In addition, forgiveness of the loan is reduced if there is a reduction in the number of employees and if there is a reduction of more than 25% in salaries and wages paid to employees.