SBA Paycheck Protection Program Application Packet

We are offering financing through the SBA's Paycheck Protection Program as authorized through the CARES Act. This program is designed to provide interim financing for small businesses in order to retain payroll and employment over the near term.

In order to determine your eligibility and loan amount, we require that all the following documentation to be submitted to us.

- ☐ 1) Your signed ELECTRONIC TRANSACTION CONSENT AND AGREEMENT (page 2)
- ☐ 2) Your signed monthly average payroll worksheet (page 3)
- ☐ 3) Your signed application (Form 2483) for the SBA Paycheck Protection Program (pages 4-10)
- ☐ 4) Your business' legal documents (as additional attachments)
    - a. Sole proprietor
        - i. Valid, U.S. Issued photo ID (such as a Driver's License) and SSN for owner
    - b. Corporations
        - i. Articles of Incorporation
        - ii. By-Laws
        - iii. Valid, U.S. Issued photo ID (such as a Driver's License) and SSN for owner(s)
    - c. Partnerships
        - i. Partnership Agreement
        - ii. Valid, U.S. Issued photo ID (such as a Driver's License) and SSN for partners
    - d. Limited Liability Company (LLC)
        - i. Articles of Organization
        - ii. Operating Agreement
        - iii. Valid, U.S. Issued photo ID (such as a Driver's License) and SSN for member(s)
- ☐ 5) Your payroll documentation (such as payroll processor records, 2019 Quarterly 941/493 payroll tax filings, Form 1099-MISC, or income and expenses from a sole proprietorship) for validation (as additional attachments)
- ☐ 6) Information regarding SBA Paycheck Protection Program Processes and Controls (page 11)

Your application can NOT be processed until we have received ALL required documents from you.