



Dear SBA Payment Protection Loan Program Borrower:

We are working very hard to process all requests from borrowers for the SBA PPP Loan. Due to the nature of this program and the historic quick implementation time lenders are finding it difficult to understand all the rules and requirements. We feel that we have interpreted the guidance as stated in the interim final rule as best as possible given the limitations. This guidance has led to the creation of the attached checklist for borrowers. By ensuring full and accurate completion of the checklist, including required documentation, our hope is to keep borrowers and the bank in compliance with the SBA and Treasury Departments guidance. Please understand that this is a unique situation and changes can happen frequently. We will communicate those to you as they affect you and become available to us.

The most important item for every borrower to remember, in order to apply for full forgiveness, is that the Federal Government has designed this program for the main purpose of keeping employees on your payroll (including benefits) and a secondary purpose of paying the following expenses, as long as the debt was incurred or service was requested before February 15, 2020,: the interest on your business mortgage obligation(s), paying rent, utilities and interest of other business debt obligations.

Of what you expend, 75% must be on payroll related costs or you will not receive total forgiveness. 25% of the total you spend may be on the secondary expenses described above. Please also be aware that you should pay the same average number of employees as documented on the "Estimated Maximum Loan Availability Amount" worksheet at a rate not less than 75% of what your employees were making pre-crisis. Failure to follow this guidance will result in an outstanding loan balance that will have to be re-paid at a rate of 1% over two (2) years with no prepayment penalties. In short, if you keep your employees hired or re-hire those that were laid off and continue to pay them as you always have you should likely be covered when forgiveness is requested. Remember to keep detailed records during this time as official documentation will be required by the SBA to apply for forgiveness.

It is also very important to fully understand that proceeds from this loan may not be used for any other purpose beyond those described above. Failure to comply with this strict rule will result in criminal charges by the Federal Government.

Once your loan has been approved by the SBA we will prepare bank loan documents and contact you for signature(s).

Finally, given the number of requests we have received thus far it is very important that you complete this packet and checklist fully and accurately. In order to accept the maximum number of requests we will process them in the order they are received fully and accurately completed. After completed packets are submitted we will refer back to those that need additional information.

We will do our very best to help non-customers obtain needed funding for their businesses as time permits. However, because we do not have the required Customer Identification information, per the Bank Secrecy Act, for non-customers each owner over 20% must also complete the attached Customer Information for New Loans sheet.

Please stay safe and have patience as we work through this trying time together.

Sincerely,

The First National Bank of Ely

## **CUSTOMER INFORMATION FOR NEW LOANS**

- **Must have Local address within White Pine County (Not a Business address)**
- **Please provide a VALID Nevada Driver's License or ID card. If you do not have a Nevada Driver's License, TWO forms of PICTURE ID are required**

**Customer Full Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City / State / Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ **Birthdate** \_\_\_\_\_

**City Born** \_\_\_\_\_ **Mother's Maiden Name** \_\_\_\_\_

**Employer (If Retired, please include employer retired from)**

\_\_\_\_\_  
**Occupation** \_\_\_\_\_

**Driver's License #** \_\_\_\_\_ **State Issued** \_\_\_\_\_

**Issue Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Are you a U.S. Citizen?** YES NO

**Are you a Politically Exposed Person:** YES NO **If YES what country?** \_\_\_\_\_

**Monthly-Anticipated Cash Activity –Cash in and out (circle one):**

\$0-\$1,000 / \$1,001-\$10,000 / \$10,001-\$50,000

**Monthly-Anticipated Wire Activity (circle one):** #0-5 / #6-10 / #11-15 **International:** YES NO

**Individual Wire Amount (circle one):** \$0-\$1,000 / \$1,001-\$10,000 / \$10,001-\$100,000

**What is your expected Average Balance (circle one):**

\$0-\$1,000 / \$1,001-\$10,000 / \$10,001-\$50,000 / \$50,001-\$100,000 / \$100,001-\$200,000

**Include Account in Online Profile:** YES NO

### **ONLY ANSWER IF OPENING A BUSINESS ACCOUNT**

**Name of Business** \_\_\_\_\_

**Does this business engage in internet gambling?** YES NO

Eligible payroll expenses for calculating PPP loan amounts include:

- Compensation (salary, wages, commission, or similar compensation, cash tips, etc.)
- Payment for vacation, family, medical, and sick leave
- Allowance for employee dismissal or separation
- Payment for group health-care benefits, including insurance premiums
- Payment of employee retirement benefits
- Payment of state and local taxes imposed on the compensation of employees

However, the PPP does not count the following expenses when calculating the total PPP reimbursement amount:

- Any compensation over \$100,000 per employee
- Taxes imposed under chapters 21 (payroll taxes), 22 (railroad taxes and retirement benefits), and 24 (income taxes withheld on wages) of the Internal Revenue Code (IRC)
- Compensation of employees whose principal place of residence is outside the United States
- Qualified sick and family leave for which a credit is already allowed under other sections (i.e., 7001 and 7003) of the Family First Coronavirus Response Act
- Loans used for duplicate purposes of another SBA loan program already claimed by the applicant



**FINANCIAL DATA NEEDED - 7(a) SBA LOAN AND FORGIVENESS UNDER THE CARES ACT**  
**Checklist of Documentation Required**

rev 4/3/20

The SBA loans under Section 1102 of the CARES Act (sometimes referred to as "7(a) Loans") which are eligible for forgiveness are available to employers with less than 500 employees. Such loans will be handled through the client's lender (bank) and guaranteed 100% by the SBA. These are non-recourse loans.

The First National Bank will need the following financial information in order to process the SBA loan application:

**This information will need to be presented to the bank to apply for the loan**

1)	Copies of payroll tax reports filed with the IRS or government agency (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 OR 1099s for independent contractors and self employed.	
2)	Identify and certify employees making above \$100,000 in compensation and reconcile to the loan amount requested to avoid an overstated loan amount.	
3)	Additional schedules prepared by a CPA/authorized agent.	
4)	Copies of monthly invoices reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for 2019.	
5)	Documentation of all retirement plan funding by the employer for 2019. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.	

**This information will need to be presented to the bank for submission to the SBA for Loan Forgiveness by 6/30/2020**

1)	Copies of payroll reports for each pay period for the 8 week period following the origination of the loan. Gross wages including Paid Time Off (which might include vacation, sick, and other PTO) should be reflected.	
2)	Copies of monthly invoices reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the 8 week period following the origination of the loan must be provided.	
3)	Documentation of all retirement plan funding by the employer for the 8 weeks following the origination of loan should be sufficient. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.	
4)	Copies of all lease agreements for business real estate and tangible personal property should be presented along with proof of payment during the 8 week period following the loan origination date.	
5)	Copies of all statement of interest paid on debt obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment for the 8 week period following the loan origination date.	
6)	Copies of cancelled checks and statements or other evidence of utilities paid during the "covered period" for the 8 week period following the loan origination date.	

**IMPORTANT NOTES:**

Each lender may require more or less information. In addition, each borrower will need to make a certification that the documentation is true and correct, the amount for which forgiveness is being requested was used to make payments to retain employees and to make interest payments on covered obligations, covered rent obligations and covered utility payments. In addition, the SBA may request further information. There will be NO forgiveness if the documentation is not presented. The SBA will render a decision within 60 days after receipt of an application for forgiveness. The amount of any loan forgiveness under this program is NOT taxable income.



# Paycheck Protection Program Borrower Application Form

OMB Control No.: 3245-0407  
Expiration Date: 09/30/2020

<b>Check One:</b>	<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other	<b>DBA or Tradename if Applicable</b>	
<b>Business Legal Name</b>			
<b>Business Address</b>			
		<b>Business TIN (EIN, SSN)</b>	<b>Business Phone</b>
			( ) -
		<b>Primary Contact</b>	<b>Email Address</b>

Average Monthly Payroll:	\$	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees:	
Purpose of the loan (select more than one):					
<input type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____					

### Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

*If questions (1) or (2) below are answered "Yes," the loan will not be approved.*

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship on a separate sheet identified as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input type="checkbox"/>

*If questions (5) or (6) are answered "Yes," the loan will not be approved.*

Question	Yes	No
5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole? Initial here to confirm your response to question 5 → _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 6 → _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?	<input type="checkbox"/>	<input type="checkbox"/>



## Paycheck Protection Program Borrower Application Form

### By Signing Below, You Make the Following Representations, Authorizations, and Certifications

#### CERTIFICATIONS AND AUTHORIZATIONS

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).
- The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

#### CERTIFICATIONS

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

\_\_\_\_\_ The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

\_\_\_\_\_ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

\_\_\_\_\_ The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

\_\_\_\_\_ The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.

\_\_\_\_\_ I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.

\_\_\_\_\_ During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.

\_\_\_\_\_ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

\_\_\_\_\_ I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

\_\_\_\_\_  
Signature of Authorized Representative of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



## Paycheck Protection Program Borrower Application Form

### **Purpose of this form:**

This form is to be completed by the authorized representative of the Applicant and *submitted to your SBA Participating Lender*. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

### **Instructions for completing this form:**

With respect to “purpose of the loan,” payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees; and for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation.

For purposes of calculating “Average Monthly Payroll,” most Applicants will use the average monthly payroll for 2019, excluding costs over \$100,000 on an annualized basis for each employee. For seasonal businesses, the Applicant may elect to instead use average monthly payroll for the time period between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee. For new businesses, average monthly payroll may be calculated using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee.

If Applicant is refinancing an Economic Injury Disaster Loan (EIDL): Add the outstanding amount of an EIDL made between January 31, 2020 and April 3, 2020, less the amount of any “advance” under an EIDL COVID-19 loan, to Loan Request as indicated on the form.

All parties listed below are considered owners of the Applicant as defined in 13 CFR § 120.10, as well as “principals”:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

**Paperwork Reduction Act** – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 8 minutes. Comments about this time or the information requested should be sent to : Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416., and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.

**Privacy Act (5 U.S.C. 552a)** – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below.) Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person’s integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act).

**Disclosure of Information** – Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain “routine uses” of information protected by that Act. One such routine use is the disclosure of information maintained in SBA’s system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies’ function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Act using the Taxpayer Identification Number (TIN) assigned to the borrower.

**Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)** – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) foreclose on collateral or take other action permitted in the loan instruments.

**Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)** – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial



## Paycheck Protection Program Borrower Application Form

institutions participating in a loan or loan guaranty. SBA is only required provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA's access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

**Freedom of Information Act (5 U.S.C. 552)** – Subject to certain exceptions, SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

**Occupational Safety and Health Act (15 U.S.C. 651 et seq.)** – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined, forced to cease operations, or prevented from starting operations. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

**Civil Rights (13 C.F.R. 112, 113, 117)** – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

**Equal Credit Opportunity Act (15 U.S.C. 1691)** – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

**Debarment and Suspension Executive Order 12549; (2 CFR Part 180 and Part 2700)** – By submitting this loan application, you certify that neither the Applicant or any owner of the Applicant have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.





**Certification of Beneficial Owner(s)**

Persons opening an account on behalf of a legal entity must provide the following information:

- a. Name and Title of Natural Person Opening Account:
- b. Name, Type, and Address of Legal Entity for Which the Account is Being Opened:
- c. The following information for each individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns **20** percent or more of the equity interests of the legal entity listed above:

Name	Ownership %	Date of Birth	Address (Res. Or Bus. Street Address)	Social Security Number

d. The following information for one individual with significant responsibility for managing the legal entity listed above, such as:

An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or

Any other individual who regularly performs similar functions

If appropriate, an individual listed under section c. above may be listed in this section.

Name	Date of Birth	Address (Res. Or Bus. Street Address)	Social Security Number

e. Furthermore, the following natural person(s) are authorized signers with the authority to act on behalf of the business

Name	Date of Birth	Address (Res. Or Bus. Street Address)	Social Security Number

I, \_\_\_\_\_ (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct, and on behalf of \_\_\_\_\_,

I agree to notify the financial institution of any change in such information.

\_\_\_\_\_  
Signature of Natural person opening account (section a)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signer (section e)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signer (section e)

\_\_\_\_\_  
Date

Loan Number	Loan Amount



**Borrower Certifications**

**Please initial by each Certification**

I certify that this business is eligible for a PPP loan. If you are unsure please call 1-800-659-2955 for further guidance.
I certify that the business applying for this loan under the SBA Payment Protection Program was in business as of February 15, 2020.
I certify that I am a U.S. citizen OR I have lawful permanent resident status (green card must be presented).
I certify that I am requesting payroll protection for employees who are U.S. citizens or lawful permanent residents (green cards must be presented).
I certify that no more than 33% of my business income is derived from gambling. I understand that my business is not eligible for this program otherwise.
I understand that if I do not intend to employ the same number of employees as the average reported that a portion of my loan will not be forgiven.
I understand that I am expected to begin using these funds for the intended purposes over the eight week period following the date of loan funding.
I understand what is considered an eligible expense in determining the maximum loan amount
I understand that I may only apply for one loan. This includes businesses with like owners who own 20% or more of multiple businesses, only one business will be allowed to apply.
I understand that in order to receive loan forgiveness I must spend no more than 25% of the total loan amount on mortgage INTEREST payments, rent obligations, utility payments and debt INTEREST obligations. I further understand that all above obligations must have been incurred prior to February 15, 2020 to qualify as eligible expenses.
I understand that if any portion of my loan is not forgiven it will become a term loan with a 2 year term at 1% interest.
I understand that if I knowingly use loan funds for unauthorized purposes I will be subject to additional criminal liability such as charges of fraud.
I understand that if one of my shareholders, members, or partners uses PPP funds for unauthorized purposes, the SBA will have the recourse (as stated above) against the shareholder, member, or partner for the unauthorized use.
I acknowledge that I have been given an opportunity to ask questions to fully understand authorized use of PPP loan funds
I acknowledge that it is my responsibility to ensure funds are expended according to the rules and the bank will be held harmless for my failure to comply with program criteria.

Signature of Authorized Representative of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_



**Borrower Packet Checklist**

**Please ensure each item is included before submitting to expedite processing**

Completed Paycheck Protection Program Borrower Application Form (Expiration date 9/30/2020 - top right corner)
Completed Data Needed Form including supporting documents
Completed Estimated Monthly Loan Availability Worksheet
Completed Beneficial Ownership Form
Most current and filed Entity documents (non-profit, articles, list of officers, managers, etc.) that includes authorized signers to act on behalf of the business (item included on the Beneficial Owners form). List of officers/managers may be found here <a href="https://esos.nv.gov/EntitySearch/OnlineEntitySearch">https://esos.nv.gov/EntitySearch/OnlineEntitySearch</a>
Attach a copy of a valid form of identification (unexpired Driver's License, Passport, etc) of any person who has signed the Beneficial Ownership Form
Business NAICS code (find applicable NAICS code at <a href="https://www.naics.com/search/">https://www.naics.com/search/</a> ) NAICS CODE -
IRS Form 990 for Nonprofit Organizations
Completed Borrower Certification Form

**Additionally details about the program may be found at [sba.gov](http://sba.gov)**