

INFORMATION AND DOCUMENTATION CHECKLIST FOR THE SBA PAYCHECK PROTECTION PROGRAM

April 15, 2020
v.4.15.02

The term "covered loan" means a loan made under the SBA Paycheck Protection Program during the period beginning on February 15, 2020 and ending on June 30, 2020.

For a "covered loan" the Applicant (proposed Borrower) must provide the following materials subject to any additional requirements imposed in forthcoming guidance from the SBA with such material in such form and content as is satisfactory to Commerce and the SBA in their sole discretion:

1. Paycheck Protection Program Application (SBA Form 2483) – Completed and signed (the certification form on page two of the application must be completed and signed).
 - (a) Addendum A – Common Management or Ownership for Other Businesses Information (only complete if owner of applicant owns other businesses or if other businesses are under common management as applicant, per question 3 of application)
 - (b) Addendum B – SBA Economic Injury Disaster Loan Information (only complete if applicant has SBA EIDL loan beginning January 31, 2020 or later)
 - (1) Outstanding amount of an SBA Disaster Relief loan that was made during the period beginning on January 31, 2020 and ending on the date on which covered loans are made;
 - (2) information on the loan purpose; and
 - (3) a statement from the Applicant that if the SBA Disaster Relief loan qualifies, whether that loan is to be refinanced in the PPP loan
 - (c) Addendum C – Commerce Certification Form (all applications must have this completed, may be signed by authorized representative of applicant)
 - (d) Addendum D – Additional Information (all applications must have this completed, may be signed by authorized representative of applicant, must include all owners)
2. Ownership Information not included on FORM 2483. Ownership info must be verified by ALL owners. Question 5 must be verified by owners > 20%. Question 6 and certification statements must be verified on behalf of all owners.
 - (a) Entities
 - i. Name
 - ii. SSN
 - iii. Address
 - iv. Ownership percentage
 - v. Phone Number
3. Evidence the Applicant was in operation on February 15, 2020 (such as articles of incorporation or organization, certificate of good standing, partnership agreements, tax filings for sole proprietorships, etc.)
4. Applicant must submit formal documentation sufficient for Commerce to be able to confirm Applicant's reported average monthly payroll costs and evidence the Applicant had employees for who the Applicant paid salaries. This documentation could include, without limitation, any of the following:
 - (a) 2019 IRS Form W-2 issued to employees
 - (b) 2019 IRS Form 940, 941 or 944 quarterly payroll tax reports
 - (c) Payroll processor records
 - (d) For independent contractor applicants, payments reported on FORM 1099-MISC
 - (e) Income and expenses from a sole proprietorship
 - (f) State Income, Payroll tax and unemployment Insurance filings
 - (g) Payroll reports for the past 12 months which will show the following information:
 - i. Gross wages for each employee, including officer(s) if paid W-2 wages
 - ii. Paid time off for each employee
 - iii. Vacation pay for each employee
 - iv. Family medical leave pay for each employee
 - v. State and local taxes assessed on an employee's compensation
 - (h) If the documentation above is not available, Applicant must provide other supporting documentation, such as bank records adequate to demonstrate the qualifying payroll amount.

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5. The number of full-time equivalent employees as of February 15, 2020
6. Evidence of payroll costs (defined below) incurred
 - (i) during the 1-year period before the date on which the loan is made, or (ii) during the 2019 calendar year, except that:
 - (a) For seasonal employers, the average total monthly payments for payroll shall be for the 12-week period beginning February 15, 2019, or at the election of the eligible recipient, March 1, 2019, and ending June 30, 2019; or
 - (b) For an otherwise eligible Borrower that was not in business during the period beginning on February 15, 2019 and ending on June 30, 2019, the sum of the average total monthly payments by the applicant for payroll costs incurred during the period beginning on January 1, 2020 and ending on February 29, 2020
7. 2018 Tax Return (in its entirety with all Schedules, including, but not limited to, Schedules C, F, K, and K-1s) and Profit & Loss Statement
8. 2019 Tax Return, if available (in its entirety with all Schedules, including, but not limited to, Schedules C, F, K, and K-1s)
 - If 2019 Tax Return has not yet been filed, please fill out Schedule C as it would be for 2019 and provide
9. Franchise Agreement (if applicable)
10. Additional Items
 - (a) Requested loan amount must be in \$100 increments

- (b) the sum of payments of any compensation to or income of a sole proprietor or independent contractor that is a wage, commission, income, net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in 1 year, as prorated for the covered period; and

Payroll Costs **shall not include:**

- the compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the covered period;
- taxes imposed or withheld under chapters 21, 22, or 24 of the Internal Revenue Code of 1986 during the covered period;
- any compensation of an employee whose principal place of residence is outside of the United States;
- qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act ([Public Law 116-127](#));
- qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act ([Public Law 116-127](#)).

NOTICE: The documentation/materials required of an Applicant (proposed Borrower) for a loan to be made under SBA PAYCHECK PROTECTION PROGRAM as stated in this document is PRELIMINARY. Changes may be made in the documentation/materials required. In addition, Applicants will be required to submit additional documentation/material if required by the SBA.

Evidence of the computation of "**Payroll Costs**" which is defined as:

- (a) the sum of payments of any compensation with respect to employees that is—
 - salary, wage, commission, or similar compensation;
 - payment of cash tip or equivalent;
 - payment for vacation, parental, family, medical, or sick leave;
 - allowance for dismissal or separation;
 - payment required for the provisions of group health care benefits, including insurance premiums;
 - payment of any retirement benefit; or
 - payment of State or local tax assessed on the compensation of employees; and

ADDENDUM A TO SBA FORM 2483

April 3, 2020

SBA PAYCHECK PROTECTION PROGRAM APPLICATION
COMMON MANAGEMENT OR OWNERSHIP FOR OTHER
BUSINESSES INFORMATION

Name of Businesses with Shared Owner or Commonly Managed by Owners of Applicants	Relationship to Applicant	FTE Number

ADDENDUM B TO SBA FORM 2483

April 3, 2020

SBA PAYCHECK PROTECTION PROGRAM APPLICATION
SBA ECONOMIC INJURY DISASTER LOAN INFORMATION

Borrower Name	Origination Date of EIDL	EIDL Amount

Loan Number	Loan Purpose	If EIDL qualifies, do you want to refinance in the PPP loan?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Authorized Representative of Applicant:

Name: _____

By: _____

Title: _____

ADDENDUM C TO SBA FORM 2483

April 23, 2020

v.4.23.01

SBA PAYCHECK PROTECTION PROGRAM APPLICATION CERTIFICATION OF APPLICANT

On this _____ day of _____, 2020, the undersigned Applicant, having submitted an application to Commerce Bank ("Commerce") for a U.S. Small Business Administration ("SBA") Paycheck Protection Program loan under Section 7(a) of the Small Business Act (15 U.S.C. 636(a)), hereby provides this good faith Certification of Applicant ("Certification") to Commerce of each of the following items under the penalties of perjury:

1. Applicant is an eligible recipient for a SBA Paycheck Protection Program loan (a "covered loan"); and
2. That all documentation, including any supporting documentation, provided to Commerce or the SBA for a loan under the SBA Paycheck Protection Program, whether such documentation is provided with or as a part of the loan application or provided subsequent to or in support of a loan application or as any part of an application for loan forgiveness or loan payment deferral, shall be true, accurate and complete.
3. Applicant may execute this Certification and any or all of the documents, including a Promissory Note, in one or more counterparts, all of which shall be considered one and the same document. This Certification and any other documents related to or submitted with or for the SBA Paycheck Protection Program shall become effective when one or more counterparts shall have been signed by each of the parties. Delivery of an executed counterpart of a signature page to this Certification and the signature pages of any other documents related to or submitted with or for the SBA Paycheck Protection Program by facsimile or in electronic (i.e., "pdf" or "tif") format shall be effective as delivery of a manually executed counterpart of this Certification and any other documents related to or submitted with or for the SBA Paycheck Protection Program.
4. Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant is not 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.
5. Within the last 5 years, no Applicant (if an individual) or any owner of the Applicant has 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) for any felony.
6. None of the Applicant's revenues are derived from gambling, loan packaging, or from the sale of products or services, or the presentation or any depiction, displays or live performance of a prurient sexual nature. Notwithstanding the foregoing, a business with legal gaming revenue may apply if (1) the gaming revenue was \$1,000,000 or less in 2019, and (2) it comprised less than 50% of the business' total revenue.
7. No former SBA employee, who has been separated from SBA for less than one year prior to the request for financial assistance is an employee, owner, partner, attorney, agent, owner of stock, officer, director, creditor or debtor, of the Applicant.

Applicant acknowledges and agrees that Commerce, by accepting and processing an application under the SBA Paycheck Protection Program, is not making or issuing a commitment to make a loan to Applicant on any terms. Further, Applicant acknowledges and agrees closing and funding of the proposed SBA Paycheck Protection Program loan is absolutely conditioned on the willingness and ability of the SBA to authorize funding and issue its guaranty of the loan in favor of Commerce. Failure or inability of the SBA, for whatever reason or cause, including lack of funds, to authorize funding and its guaranty of Applicant's proposed Paycheck Protection Program loan does not, and will not, obligate Commerce to close and fund the proposed loan.

Applicant agrees that it will notify Commerce of any statement or representation made in this Certification or made in a SBA Paycheck Protection Program Borrower Application ("Application") submitted to Commerce that Applicant, after the date hereof, learns or has reason to believe is inaccurate, incomplete or misleading and agrees to provide any material/ documentation necessary to address any such deficiency in the Certification or Application. Applicant acknowledges and agrees that Commerce will rely, and will continue to rely, on the information and statements made in the Application and in this Certification of Applicant in considering the Applicant's application for a covered loan.

Signature of Authorized Representative of Applicant:

Name: _____

By: _____

Title: _____

ADDENDUM D TO SBA FORM 2483

April 3, 2020

SBA PAYCHECK PROTECTION PROGRAM APPLICATION
ADDITIONAL INFORMATION
CONTINUED FROM APPLICATION

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address	Citizenship Status ¹

¹Only U.S. Citizens or Lawful Permanent Residents are eligible

Number of jobs created through this loan²:		Number of jobs retained through this loan²:	
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²Note: Above numbers combined must be > 0

Use of Proceeds – Must Equal Loan Amount	Amount
Mortgage interest	
Rent	
Utilities	
Payroll	
Refinance EIDL	
Interest expense on loan incurred prior to 2/15/2020	
TOTAL	