



Paycheck Protection Program Application Checklist

In order to process your application for the Paycheck Protection Program, we will need the following:

- SBA Paycheck Protection Program Application* – SBA Form 2483 (Attached)
- Most recent year's tax return if not already on file with Guaranty Bank
 - If applicants' 2019 tax return is unavailable, a 2019 Profit & Loss or Income Statement will be required
- Payroll records for 2019
- Documentation for employee health insurance premiums paid for 2019
- Documentation of all retirement plan funding by the employer for 2019

Additionally, if the applicant is not currently a Guaranty Bank customer, please include the following:

- Federal TIN
- Corporate documents, including type of entity, LLC Operating Agreement, Articles of Incorporation, etc.
- Driver's License for all owners of 20% or more

The goal of this program is to have the entire balance of the loan forgiven on or around 6/30/20. Please review and ensure you understand the requirements of the program, including eligible uses of proceeds and requirements for loan forgiveness, as outlined in the attached 'PPP Borrower Information Fact Sheet'.

* 'Average Monthly Payroll' on the application includes salary, wages, commissions, cash tips, payments for vacation and medical or sick leave, payments for group health benefits, and payment of retirement benefits.

'Number of Jobs' on the application refers to the number of employees as of 2/15/20. If applicant anticipates having fewer employees as of 6/30/20, a portion of the loan may not be forgiven and must be repaid.

Thank you for your interest in the Paycheck Protection Program with Guaranty Bank. We look forward to working with you.