



## Paycheck Protection Program Application Checklist Second Draw PPP Loan

If you are interested in applying for a Second Draw PPP loan with Guaranty Bank, we will need the following:

- **SBA Form 2483-SD Paycheck Protection Program Second Draw Borrower Application Form** (Attached). Please ensure the application is complete and fully executed, including all required certifications.
- **Payroll Documentation** (if not already on file with us from First Draw PPP Loan), acceptable documentation includes:
  - IRS Form 941's from each quarter in 2019 or 2020\* (whichever period was used) **OR** Equivalent Payroll Records;
  - Partnerships must include IRS Form 1065 K-1's for 2019 or 2020\*; and
  - Self-Employed (Sole-Proprietors & Independent Contractors) must include:
    - IRS Form 1040 Schedule C for 2019 or 2020\*;
    - IRS Form 1099-MISC, invoice, or bank statement; and
    - 2020 invoice or bank statement to show you were in operation on or around 2/15/2020.
- **Revenue Reduction Documentation** (regardless of loan size), establishing a 25% or greater revenue reduction in 2020 relative to 2019, acceptable documentation includes:
  - Tax forms and/or quarterly income statements for relevant quarters of 2019 and 2020\*; or
  - If you were in operation for all 4 quarters of 2019, annual tax forms may be provided.
- **Documentation of employee group health, life, disability, vision, and dental insurance contributions paid for 2019 or 2020\*.**
- **Documentation of employer retirement contributions for 2019 or 2020\*.**

\*Note that payroll documentation is only needed for whichever period was used to calculate payroll costs, whether 2019 or 2020.

Additionally, if you are not currently a Guaranty Bank customer, please include the following:

- Federal TIN
- Corporate documents, including type of entity, LLC Operating Agreement or Corporate Bylaws, 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. 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 Form 2483-SD' and 'Top-Line Overview of Second Draw PPP'.

Please understand that the SBA has yet to provide a date for when we can submit PPP loans to SBA for approval. In preparation for the program going live, we encourage you to compile and submit the documents outlined in this letter. Thank you for your interest in the Paycheck Protection Program with Guaranty Bank. We look forward to working with you.