

# PAYCHECK PROTECTION PROGRAM

## Application Information and Supporting Documents



**Pinnacle Bank**  
MEMBER FDIC

### Documents and Information Required at Application

1. SBA Application Form 2483 and Certification - Complete, sign, and return as soon as possible.
2. Copies of each owner's Driver's License
3. Articles of Organization/Incorporation for borrowing entity (if bank does not already have)
4. Bylaws/Operating Agreement for borrowing entity (if bank does not already have)

### Complete information below and provide supporting documentation as indicated

Payroll Costs	2019 Totals	Documentation Required
<b>Payment Type</b>		
Salary, wage, commission		Submit documentation to support amounts listed, as applicable.  Each business is unique and available documentation may vary. It is not necessary to include all of the documentation below, but appropriate documentation MAY include:  1. Forms 940/944 or 941 for 2019; Form 941 for Q1 2020  2. State income, payroll, and unemployment insurance filings for 2019  3. Payroll Reports by month with corresponding bank statements including detail by employee  4. 2019 Schedule C for Self Employed Applicants  5. Other documentation that adequately supports the information provided
Cash tip or equivalent		
Vacation, parental, family, medical or sick leave		
Allowance for dismissal or separation		
Payment for provision of group health care benefits (insurance premiums)		
Payment of any retirement benefits		
Payment of State or Local Payroll Tax		
Sum of payments to or net income of Sole Proprietor or Independent Contractor		
<b>Total Gross Payroll Costs</b>		
<b>Other Required Data</b>		
Sum of salaries in excess of \$100,000 (annualized) paid to individual employees		
Federal Income Tax and FICA withholding, Railroad Retirement, Employers share of FICA		
Wages paid to employees whose principal residence is outside of the United States		
Qualified sick leave or family leave for which a credit is allowed under the Families First Coronavirus Reponse Act		
NAICS code		
Next Payroll date (loan close date input as day before)		
Date established		

### Employment Information

Average full-time employees per month from February 15, 2019 to June 30, 2019		In addition to documentation noted above, please provide evidence of average full-time equivalent employees for time periods noted.
Average full-time employees per month from January 1, 2020 to February 29, 2020		

### Estimated Use of Funds and Information Required to Estimate Forgivable Amount of Loan

Estimated Employment Information		
Expected average full-time employees per month for the 8-week period beginning on date of loan.		No documentation is required with the application. However, supporting documentation will be required when you apply for forgiveness of the loan.
For employees who earned less than \$100,000 (annualized) in 2019, amount of reduction in wages greater than 25% compared to most recent full quarter, pro-rated for 8-week period after date of loan.		
Has employer reduced employment or wages during the period from February 15, 2020 thru April 27, 2020?		
Will reduction in employment and/or wages be eliminated by June 30, 2020? Full-time employees and wages		
Estimated Expenses During 8-Week Period After Date of Loan		
Payroll		<b>IF AVAILABLE:</b>  1. Copy of your existing lease showing your rate and NNN/CAM charges and/or most current mortgage statement.  2. Most recent utility bills – electric, gas, telephone, internet, water, etc.
Rent or Lease Payment		
Mortgage Interest		
Utilities Expense		