



PAYCHECK PROTECTION PROGRAM

LOAN APPLICATION PACKET

Who is Eligible

Small businesses with 500 or fewer employees—including nonprofits, veterans organizations, tribal concerns, self-employed individuals, sole proprietorships, and independent contractors—are eligible. Businesses with more than 500 employees are eligible in certain industries.

When to Apply

- ◆ Starting April 3, 2020, small businesses and sole proprietorships can apply.
- ◆ Starting April 10, 2020, independent contractors and self-employed individuals can apply.

Applications will be accepted through August 8, 2020.

How to Apply

Please complete this packet in its entirety and submit your application, along with all supporting documents (examples shown on the next pages), to your local branch office.

If you have any questions, please reach out to your local Commercial Lender or Branch Manager.

- ◆ Need help finding your local branch? **Branch locations can be found [HERE](#).**
- ◆ Need help finding a lender? **Commercial Lenders and Branch Managers can be found [HERE](#).**

For more information, please click below to be directed to the Small Business Administration (SBA) and Department of the Treasury websites:

- www.sba.gov
- www.treasury.gov

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Updated 7.9.2020



FIRST BANK
OF WYOMING
DIVISION OF GLACIER BANK

www.GoFirstBank.com



SUPPORTING DOCUMENTATION FOR SMALL BUSINESSES

- 1. Salary, wage, commission or similar compensation (including officer(s) if paid W-2 wages). Please provide:**
 - Department of Workforce Services Contribution and Wage Report for 2019 (annual summary)
 - Payroll Summary for 2019
 - Year-to-Date Payroll Summary for 2020
 - IRS Form W-3 for 2019 or Quarterly 941 forms for 2019
 - Annual 940 form - optional
- 2. Payment of cash tip or equivalent (not included in line 1)**
 - Department of Workforce Services Contribution and Wage Report for 2019
 - Payroll Summary for 2019
 - Year-to-Date Payroll Summary for 2020
 - Quarterly 941 forms for 2019
 - Annual 940 form - optional
- 3. Payment of vacation, parental, family, medical or sick leave (not included in line 1)**
 - 12 Month Payroll Summary Report (QuickBooks) for 2019
- 4. Allowance for dismissal or separation (not included in line 1)**
 - Payroll Records for 2019
- 5. Payment required for the provisions of group health care benefits, including insurance premiums (not including portion paid by employee)**
 - Health Insurance Premium Invoice/Billing, Employer HSA Contributions
- 6. Payment/Contribution of any retirement benefit (employer contribution for 401K Plan, SEP IRA's, Simple IRA's, Pension Plan, Profit Sharing Plan)**
 - Documented Proof of Employer Contributions for 2019
- 7. Payment of state or local tax assessed on the compensation of the employee**
 - State/Local Payroll, Unemployment Tax Returns, Local Wage Reports for 2019

Excluded Payroll Costs

Compensation (wage/cash equivalent) of individual employees in excess of an annual salary of \$100,000, as prorated for the period (if included in line 1 above)

- Department of Workforce Services Contribution and Wage Report for 2019
- Payroll Summary for 2019

Employer Federal Payroll taxes, railroad retirement taxes, (if included in line 7 above)

- Department of Workforce Services Contribution and Wage Report for 2019
- Payroll Summary for 2019

Any compensation of an employee whose principal place of residence is outside of the United States (if included in line 1 above)

- Payroll Records

Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116-5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act (if included in line 1 above).

- Payroll Records (only if using 2020 Forms)

Updated 7.9.2020



FIRST BANK
OF WYOMING
DIVISION OF GLACIER BANK

Paycheck Protection Program
Supporting Documentation
Small Businesses

SUPPORTING DOCUMENTATION

FOR INDIVIDUALS WITH SELF-EMPLOYMENT INCOME

Independent Contractors and Self-Employed Individuals:

- Provide your 2019 IRS Form 1040 Schedule C
 - If you have not yet filed a 2019 return, fill it out and compute the values
- Provide 1099-MISC statements, invoices, bank statements or book of record documents to establish self-employment status
- Also provide bank statements, invoices or book of record to establish operation on or around February 15, 2020

In addition, if you have employees:

Provide one of the following documents for evidence of gross wages for your payroll:

- 2019 IRS Form 941 Taxable Medicare Wages & Tips
- State quarterly wage unemployment insurance tax reporting forms for each quarter in 2019 or equivalent payroll processor records
- Evidence of any retirement and health insurance contributions, if applicable
- State quarterly wage reporting forms for evidence of state and local taxes assessed on employee compensation

Partnerships:

- Submit one application for the partnership, and include your 2019 IRS Form 1065
- If you are a partner in a partnership, you may not submit a separate PPP loan application for yourself as a self-employed individual

Excluded Payroll Costs:

Compensation (wage/cash equivalent) of individual employees in excess of an annual salary of \$100,000, as prorated for the period.

Employer Federal Payroll taxes, railroad retirement taxes.

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 116-5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act.

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FIRST BANK
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DIVISION OF GLACIER BANK

Paycheck Protection Program
Supporting Documentation
Self-Employment Income



PAYCHECK PROTECTION PROGRAM

PAYCHECK PROTECTION PROGRAM LOAN DISCLOSURE

First Bank of Wyoming, a division of Glacier Bank (the "Bank") has received your application for a loan under the U.S. Small Business Administration ("SBA") Paycheck Protection Program (the "PPP"). Submission of the application is only the first step in the process and there is no guarantee that your loan will be approved. By submitting an application you acknowledge and agree that:

1. The Bank will process your application as expeditiously as possible. However, due to the volume of applications and the process which the Bank is required to follow by the SBA and other regulatory authorities, the Bank makes no representation or warranty that your loan will be approved and/or funded. SUBMISSION OF AN APPLICATION DOES NOT MEAN THAT IT WILL BE APPROVED OR THAT YOU WILL RECEIVE THE LOAN. DO NOT ASSUME THAT YOU WILL RECEIVE THE LOAN.
2. You agree to provide all documentation required to process your application on a timely basis. The Bank is not responsible for any delays caused by your failure to provide the information or documentation necessary to process your application. Due to the volume of applications, the processing time may be delayed at the Bank and the SBA.
3. The application contains certifications and representations by the applicant business and all individuals with a greater than 20% ownership stake in the business regarding the loan application, documentation and use of funds. It is your responsibility to read and understand these terms and conditions and to only apply if your business, and all owners with a greater than 20% ownership stake in the business, can truthfully make these representations and certifications. There are penalties for providing false information to the SBA to obtain an SBA guaranteed loan.
4. You are responsible for understanding and complying with, the terms and conditions of loans provided under the PPP program, including but not limited to the terms and conditions related to the potential forgiveness of the loan.
5. You understand and agree that funding of the loan is subject to the Bank receiving an authorization from the SBA to proceed to fund the loan and a commitment from the SBA to guarantee 100% of the loan which is satisfactory to the Bank. The loan will not be funded if the Bank does not receive this commitment and guaranty.
6. You understand that the loan is being offered and funded by the Bank based on the ability of the Bank to be reimbursed by the SBA under the SBA guaranty of the loan, which includes, without limitation, the payment by the SBA to the Bank of all amounts which the SBA may forgive under the loan. You acknowledge and agree that you will be responsible for paying back all amounts due under the loan which are not paid to the Bank by the SBA.
7. The present and emerging loan programs from the SBA are subject to rules or procedures which the SBA is currently formulating and will be issuing in the next few weeks. For these reasons, the Bank is not able to and does not warrant or guaranty any aspect of debt forgiveness or any other provision except for the expressly stated written terms of the loan or Note. By accepting the financing from Bank, the borrower acknowledges that the written agreement represents the entire agreement and that there are no representations or promises from the Bank or its agents except for the provisions expressly stated in those documents.

Applicant: _____

Signature of Authorized Representative of Business

Date

Print Name

Title

Updated 7.9.2020



Signature of Owner of Applicant Business

Date

Print Name

Title

Signature of Authorized Representative of Business

Date

Print Name

Title

Signature of Owner of Applicant Business

Date

Print Name

Title

Signature of Authorized Representative of Business

Date

Print Name

Title

Signature of Owner of Applicant Business

Date

Print Name

Title



PAYCHECK PROTECTION PROGRAM

HOW MUCH CAN I BORROW?

Loans can be up to **2.5 x** the borrower's average monthly payroll costs, not to exceed \$10 million.

How do I calculate my average monthly payroll costs?

$$\begin{array}{|c|} \hline \text{Sum of} \\ \text{INCLUDED} \\ \text{payroll costs} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Sum of} \\ \text{EXCLUDED} \\ \text{payroll costs} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{PAYROLL} \\ \text{COSTS} \\ \hline \end{array}$$

INCLUDED Payroll Costs:

- 1. For Employers:** the sum of payments of any compensation with respect to employees that is a:
 - 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
 - payment of state or local tax assessed on the compensation of the employee
- 2. For Sole Proprietors, Independent Contractors, and Self-Employed Individuals:** 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 one year, as pro-rated for the covered period.

EXCLUDED Payroll Costs:

1. Compensation of an individual employee in excess of an annual salary of \$100,000, prorated as necessary
2. Federal employment taxes imposed or withheld between 2/15/20 and 6/30/20, including the employee's and employer's share of FICA, Railroad Retirement Taxes, and income taxes required to be withheld from employees
3. Any compensation of an employee whose principal place of residence is outside of the United States
4. Qualified sick and family leave wages for which a credit is allowed under sections 7001 and 7003 of the Families First Coronavirus Response Act (Public Law 116-127)

Can apply for loan forgiveness

Payments deferred for ten months

1.00% fixed interest rate

Loan is due in five years

NON SEASONAL EMPLOYERS:

Maximum Loan =

2.5 X Average total monthly payroll costs incurred during the year prior to the loan date

For businesses not operational in 2019:

2.5 X Average total monthly payroll costs incurred for January and February 2020

SEASONAL EMPLOYERS:

Maximum Loan =

2.5 X Average total monthly payroll for the 12-week period beginning Feb. 15, 2019 OR Mar. 1, 2019 through Jun. 30, 2019 OR any consecutive 12-week period between May 1, 2019 and Sept. 15, 2019

Updated 7.9.2020



PAYCHECK PROTECTION PROGRAM

CAN MY LOAN BE FORGIVEN?

Borrowers are eligible to apply for loan forgiveness.

How much will be forgiven?

The amount of loan forgiveness is determined by and is subject to the sole approval of the SBA. The information below may be updated as the SBA provides additional guidance, and is subject to change.

A borrower may be eligible for forgiveness of the full principal amount of the loan and any accrued interest if all the proceeds are used for the purposes described below during the 24-week period beginning on the date of loan origination:

- Payroll costs (using the same definition of payroll costs used to determine loan eligibility), including costs related to the continuation of group health care benefits during periods of paid sick leave, medical, or family leave, and insurance costs
- Qualified non-payroll costs:
 - Mortgage interest payments on debt obligations incurred before February 15, 2020
 - Rent payments on leases dated before February 15, 2020
 - Utility payments (i.e. electricity, gas, water, telephone, internet) under service agreements dated before February 15, 2020

How could forgiveness be reduced?

- Employee and compensation levels must be maintained. The amount of loan forgiveness will be reduced if there is a reduction in the number of employees or if salaries and wages decrease.
- At least 60% of the PPP loan proceeds shall be used for payroll costs; not more than 40% of the loan forgiveness amount may be attributable to non-payroll costs.
- If PPP loan funds are used for unauthorized purposes, SBA will direct you to repay those amounts. If you knowingly use the funds for unauthorized purposes, you will be subject to additional liability such as charges for fraud. In addition, SBA will have recourse against any shareholders, members or partners if they use PPP funds for unauthorized purposes.

What if I've already reduced employees and/or compensation?

Forgiveness is based on the employer maintaining **or quickly rehiring** employees and maintaining compensation levels.

What records should I plan to provide when requesting loan forgiveness?

We recommend keeping an accurate record of employee payroll costs and how you're spending the funds from your loan. Stay organized and track spending on things like employee benefits and health care premiums. You'll need to be prepared to prove how you've spent your loan proceeds. We encourage you to open a separate Business Checking Account to help keep track of all expenditures related to your PPP loan. [For more information about forgiveness, please click here.](#)

Updated 7.9.2020



**Paycheck Protection Program
Borrower Application Form Revised June 24, 2020**

OMB Control No.: 3245-0407
Expiration Date: 10/31/2020

Check One: <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	DBA or Tradename if Applicable	
Business Legal Name		
Business Address	Business TIN (EIN, SSN)	Business Phone
		() -
	Primary Contact	Email Address

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 presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? Initial here to confirm your response to question 5 → _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced 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 Revised June 24, 2020**

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 24-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 40% 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 Revised June 24, 2020

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 or any 12-week period between May 1, 2019 and September 15, 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. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

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.



**Paycheck Protection Program
Borrower Application Form Revised June 24, 2020**

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 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 Owners of Legal Entities

Financial Institution Name:		Financial Institution Location:	
Financial Institution Contact Person:	Contact Phone Number:	Customer Portfolio/Identifier:	

I. GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a legal entity includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. persons) for the following individuals (i.e., the beneficial owners):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); and
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

II. CERTIFICATION OF BENEFICIAL OWNER(S)

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

Name of Natural Person Opening/Renewing Account:	Title of Natural Person Opening/Renewing Account:
Type of Legal Entity for Which the Account is Being Opened/Renewed:	Legal Entity Identifier (Optional):
Name of Legal Entity for Which the Account is Being Opened/Renewed:	
Physical Address of Legal Entity for Which the Account is Being Opened/Renewed:	

Provide the following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

Name (Beneficial Owner)	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and country of issuance, or other similar identification number ¹	% of Ownership
First Last	MM/DD/YYYY	Street City State & Zip		Number Country of Issuance	
First Last	MM/DD/YYYY	Street City State & Zip		Number Country of Issuance	
First Last	MM/DD/YYYY	Street City State & Zip		Number Country of Issuance	
First Last	MM/DD/YYYY	Street City State & Zip		Number Country of Issuance	

☐ If checked, only the Control is required and Beneficial Owner listing is Not Applicable.

Provide 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 the ownership section above may also be listed in the section below).

Name/Title (of Person with Control)	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and country of issuance, or other similar identification number ¹
First	MM/DD/YYYY	Street		Number
Last		City		Country of Issuance
Title		State & Zip		

¹ In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

I, _____ (name of natural person opening account),
hereby certify, to the best of my knowledge, that the information provided above is complete and correct. In the
case of a CD or Loan renewal, I agree to notify the bank of any change in beneficial ownership information.

Signature: _____ Date: _____

For Institution Use Only:

	Type of Document	Document ID Number	Place of Issuance	Date of Issuance	Expiration Date
Owner 1					
Owner 2					
Owner 3					
Owner 4					
Control Person					