



# **First Bank of Highland Park**

## PPP Second Round Documentation Guidance

### **Submit SBA Form 2483 or 2483-SD via our portal along with...**

- A payroll statement from the pay period inclusive of 2/15/2020
- 2019 or 2020 (whichever was used to calculate payroll) tax forms or financial records or bank statements
- Form 941s
- If using calendar year 2020: 940 or W-3
- State quarterly wage unemployment tax insurance tax reporting forms
- Equivalent third-party payroll processor records can be provided in place of tax forms
- Evidence of any employee group retirement plans
- Evidence of any employee group health, life, disability, vision and dental insurance contributions

### **And if...**

- **Self-employed:** 2019 or 2020 Schedule C
- **Partnerships:** 2019 or 2020 K-1s

\*\*Clients using calendar year 2019 payroll figures for Second Draw, where documentation was presented to First Bank for processing First Draw PPP, do not need to resubmit payroll proof.

### **Eligibility Proof**

- Loans greater than \$150,000: gross receipts for 2019 and 2020 demonstrating a revenue reduction of at least 25%. Can be annual or same calendar quarter.
  - **Applicant must sign and date first page of financial statement and initial all other pages, attesting to accuracy.**
- Loans of \$150,000 or less, proof of the revenue reduction is not required at time of application but MUST be submitted at loan forgiveness. Borrower still must attest, in good faith, that the reduction occurred