



HOW TO APPLY - PAYCHECK PROTECTION PROGRAM

FIRST DRAW BORROWERS

Summit State Bank is participating in the new rounds of the Paycheck Protection Program (PPP) and will support our customers through the process. Congress has approved the Economic Aid to Hard-Hit Small business, Nonprofits and Venues Act (Act), which was signed on December 27, 2020.

Please review the latest interim final rules ([IFR PPP Amended by Economic Aid Act](#) and [IFR PPP Second Draw Loans](#)) and the [Borrower Application Form](#) and [Second Draw Borrower Application form](#) with your legal, tax and accounting advisors to understand how they apply to your business and in preparation for your application. *The information contained in this document is subject to change as new guidance is released to Summit from the SBA. Please also refer to sba.gov/PPP*

KEY LOAN FEATURES

- PPP loans have an interest rate of 1%.
- Loans issued prior to June 5, 2020 have a maturity of 2 years. Loans issued after June 5 have a maturity of 5 years.
- Loan payments will be deferred for borrowers who apply for loan forgiveness until SBA remits the borrower's loan forgiveness amount to the lender. If a borrower does not apply for loan forgiveness, payments are deferred 10 months after the end of the covered period for the borrower's loan forgiveness (either 8 weeks or 24 weeks).
- No collateral or personal guarantees are required.
- No fees.
- Application window for first or second draw borrowers closes on March 31, 2021.

WHO MAY QUALIFY

The following entities affected by Coronavirus (COVID-19) may be eligible:

- Sole proprietors, independent contractors, and self-employed persons
- Any small business concern that meets SBA's size standards (either the industry based sized standard or the alternative size standard)
- Any business, 501(c)(3) non-profit organization, 501(c)(19) veterans organization, or Tribal business concern (sec. 31(b)(2)(C) of the Small Business Act) with the greater of:
 - 500 employees, or
 - That meets the SBA industry size standard if more than 500.
- Any business with a NAICS Code that begins with 72 (Accommodations and Food Services) that has more than one physical location and employs less than 500 per location.

STEP 1: COMPLETE YOUR APPLICATION

[Borrower Application Form](#)





STEP 2: GATHER YOUR COMPLETE PACKAGE

Applicable for 1st draw borrowers and 2nd draw borrowers when 1st draw was not done at Summit.

The following items will be needed from you for a **complete package**:

- Borrower Application Form
 - Original PPP Application is required. Please mail the original application to Loan Processing/PPP at 500 Bicentennial Way, Santa Rosa, CA 95403
- For 501c3, 501c6 and Sole Proprietors:
 - Please title this document: AUTHORIZED SIGNER and on it include the name and social security number of the person authorized to borrow money on behalf of the organization
- Copy of entity documents, as applicable for your company structure
 - For Corporation we need Filed Articles of Incorporation, By-laws, and Tax ID Number.
 - For Limited Liability Company we need Filed Articles of Organization, Operating Agreement and Tax ID Number.
 - For Partnership we need copy of Partnership Agreement
- Spreadsheets done by Applicant.
 - Completed Loan Calculation Spreadsheet in scanned hardcopy form
 - We will need a soft copy of the following for verification purposes
- 2019 941 – for all four quarters
- Please provide all back-up documentation to verify your calculation for Benefits.
- If you are a sole proprietor with or without employees:
 - 2019 Form 1040 Schedule C and/or Schedule F (for farm)
 - Whether or not you have filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C to substantiate the applied for PPP loan amount
 - Copies of all items for verification purposes of amounts listed on the Loan Calculation and Benefits Spreadsheets, as noted above.
 - 2019 copies of forms 1099-MISC received that show nonemployee compensation in box 7.
- If you have SE income from a K-1:
 - 2019 Form K-1.
 - Copies of all items for verification purposes of amounts listed on the Loan Calculation and Benefits Spreadsheets, as noted above.
- Driver License copy(s) for:
 - All owners with 25% or more ownership and/or
 - Any executive officer or senior manager with a control function. Control function is defined by any person with significant responsibility for managing the business entity or organization. (e.g. Not limited to Treasurer, CFO, VP-Finance, Managing Member, General Partner.)
- Please title this document, ACCOUNT NUMBER and on it include your Summit State Bank account number for disbursement of loan funds.





- Please title this document, NAICS and on it include Applicant's description of business type and NAICS code (as found on Federal Tax Return)
- Details of your SBA EIDL Loan and advance, if applicable.

STEP 3: HOW TO SUBMIT YOUR COMPLETE PACKAGE

PLEASE NOTE – IT IS VERY IMPORTANT THAT YOU SUBMIT A COMPLETE PACKAGE.

- You should have received access to a private box.com folder.
- When you click on the folder for access, it will ask you to set up a password.
- You can also reset your password. Go to box.com, insert your email address to login and click "reset password."
- Once you are inside your box.com folder, you will be able to upload all documents, separately, as required in Step 2 to the box.com folder.
- Once you have uploaded your complete package, please send the following email to PPP@summitstatebank.com:
 - Subject Line: Complete Package Uploaded – Draw 1
 - Body of the email should include the Applicant Name and contact information.

WHAT TO EXPECT

- Once your complete application is submitted, Summit will process your application in the order it was received.
- Due to the volume of interest in the program, we will aim to send you a confirmation within 3 business days that your application has been received and is complete, or that other items are necessary to process your application.

IF YOU ARE APPROVED

If you are approved you will receive an email from noreply@prosignonline.com instructing you to answer a few security questions to access your loan documents. Once you have access to the loan documents, please review them and sign, as instructed, electronically.

This will need to be done as soon as possible to adhere to the SBA requirement that PPP loans are funded within ten days of receiving your SBA authorization.

- Once you have signed your electronic documents, your loan will fund within 48 hours.

Please be sure to review all documents. The PPP loan can only be used for specific purposes, which will be detailed on your Promissory Note. Additionally, please review the Disbursement Authorization to make sure the loan is funding to the appropriate Summit account.

We know you are anxious to hear some news. We ask that you please do not call or email the relationship managers for status checks on your documentation. We thank you for this consideration and appreciate your patience, as it will help everyone's documents get done sooner. Our goal is to help all of you as quickly as possible.

