



## SBA Paycheck Protection Program – 2<sup>nd</sup> Loan How to Apply

This document will give you instructions on how to apply **if this is your second PPP loan**. If you have not yet received a PPP loan in the past, then you will need to close this document and instead open the instructions for applying for your 1<sup>st</sup> PPP loan.

In order to apply for the SBA 7A PPP (Paycheck Protection Program) loan, you will need to complete certain documents and bring to the bank. PDF and Excel documents can be completed using your computer, **then saved and printed**.

The following provides you with a list of what items you will need to prepare. All of these necessary documents are available to you on the bank's website so that you can prepare these either at home or at your office.

### 1. Application

- This is the SBA-designated application form that every applicant must complete. Only one application may be submitted per business. It is recommended by SBA that you submit the application for the maximum loan amount for which you qualify.
- Ensure that the top of the application says "Second Draw Borrower Application Form". If it does not, you are using the wrong application form.

### 2. Addendum A

- This document is only necessary if you answer Yes to question #3 on the application.

### 3. Payroll Costs Documentation

**\* If you obtained your first PPP loan through One Bank of Tennessee, you used calendar year 2019 for your Payroll Calculation on the first loan, and you are using calendar year 2019 for the payroll calculation of this second PPP loan, then you may skip this step. You can simply use the same payroll amount from your first PPP loan.**

- The SBA requires that you submit to the bank documentation that verifies the average monthly payroll amount that you submit on the application. You must complete the "Average Payroll Worksheet" to complete this calculation. The average should be taken from either calendar year 2019 or calendar year 2020. If your business was not in operation for the full year of 2019, then your date range will be the calendar year of 2020. Your business must have been in operation on or before February 15, 2020 to be eligible to apply.
- If you are a seasonal business, please contact the bank's SBA Department at (931) 559-1613 for assistance with the date range you should use. You are a season business if either apply to you:
  - i. You do not operate for more than 7 months in any calendar year, or
  - ii. During 2020, you had gross receipt for any 6 months that were not more than 33.33% of the gross receipts for the other 6 months of the year.
- Documentation supporting employee and salary information. Examples of acceptable documentation include:
  - i. Payroll Processor Records

- ii. Income and expense Reports from a Sole Proprietorship
    - iii. Payroll Tax Filings (IRS Forms 941, Form 1099-Misc.)
    - iv. 2019 or 2020 Tax Return (depending on calendar year chosen)
  - If your business is in the Accommodation and Food Services sector and use a 3.5 multiplier to determine your loan amount, you must provide your most recent IRS tax return that shows your NAICS code begins with 72.
4. 2019 to 2020 Revenue Reduction
- You must provide documentation to show that your business experienced a revenue reduction of 25% or greater in 2020 relative to 2019. This can be shown through company quarterly Profit-&-Loss (P&L) reports, QuickBooks reports, 2019 and 2020 tax returns, journal of sales activity, internal records, bank statements, or any other reports that document the amount of gross revenue for the business.

#### 5. Company Documentation

***\* If you obtained your first PPP loan through One Bank of Tennessee, then you may skip this step. We may use the documents that you provided for your first PPP loan.***

- SBA is requiring banks to perform standard Customer Identification Program (CIP) processes as part of this application. That means the bank must collect certain pieces of information about your business. Depending upon your business structure, the following documents will be required.

#### **Sole Proprietor** \* No filing requirements with the Secretary of State\*

- EIN paper from IRS of business
- Business Resolution of Authority (use document from bank's website)

#### **Limited Liability Company (LLC)**

- EIN paper from IRS of business
- Certificate of Existence (Secretary of State Filing)
- Operating Agreement and/or Resolution
- Articles of Organization (Secretary of State)
- Business Resolution of Authority (use document from bank's website)

#### **Corporation**

- EIN paper from IRS of business
- Certificate of Existence (Secretary of State Filing)
- By-Laws and Resolution
- Charter or Articles of Incorporation (Secretary of State)
- Business Resolution of Authority (use document from bank's website)

#### **General Partnership** \*No formal requirements, no written agreement required (although recommended)\*

- EIN paper from IRS of business
- Partnership agreement (certified by the partners)
- Statement of Partnership Authority (if filed with Secretary of State and recorded with a Register of Deeds Office)
- Business Resolution of Authority (use document from bank's website)

#### **Limited Partnership**

- EIN paper from IRS of business

- Certificate of Limited Partnership (must be filed with Secretary of State and the Register of Deeds Office)
- Certificate of Existence (Secretary of State Filing)
- Limited Partnership Agreement (certified by the general partner of the partnership)
- Business Resolution of Authority (use document from bank's website)

#### **Limited Liability Partnership**

- EIN paper from IRS of business
- Certificate of Existence (Secretary of State)
- Articles of Limited Liability Partnership (must be filed with Secretary of State and the Register of Deeds Office)
- Partnership Agreement (certified by one of the partners)
- Business Resolution of Authority (use document from bank's website)

#### **Joint Ventures** \* No filing requirements with the Secretary of State\*

- EIN paper from IRS of business
- Joint Venture Agreement

#### 6. Beneficial Ownership Certification

- You do not have to enter an account number on question 1. The bank will enter this for you.
- Any individual 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 on the Beneficial Ownership Certification Form) who **IS NOT** a current customer of One Bank of Tennessee must provide all information listed in item 8 below.

#### 7. Loan Disbursements

- Complete the Loan Disbursement PDF to let One Bank of Tennessee know where you want the loan funds to be disbursed. All loan funds will be disbursed to a deposit account at One Bank of Tennessee that is in the name of your business.
- If you do not have an active deposit account at the bank, indicate that on the document. The bank will contact you about opening a deposit account.

#### 8. If you are not a current customer of One Bank of Tennessee, you must provide the following documentation for **ALL OWNERS AND SIGNERS** of the business:

- Copy of Driver's License
- Phone Number
- Social Security Number
- Mothers Maiden Name
- Employment Information (Employer and Job Title)
- Physical address (if address on driver's license is not correct)

Once you complete this application process, please deliver a copy of all documents to any branch (drive thru or lobby).

You will be contacted once your application has been processed.