Driving growth to every corner of Philadelphia

PPP Application Guidelines & Submissions with Lendistry

April 24-26, 2020
PROGRAM BEGINS @ 6PM
ANNE BOVAIRD NEVINS
President
PPP Guidelines and Application Submission with Lendistry

WELCOME

SAM RHOADS
Executive Vice President & Senior Vice President, Financial Services Group

PIDC
Driving growth to every corner of Philadelphia
SBA
PAYCHECK PROTECTION PROGRAM
LOAN APPLICATION PROCESS AND LENDISTRY PORTAL GUIDE
DOCUMENTS NEEDED TO APPLY CORPORATION
BEFORE YOU BEGIN (CORPORATION)

Review our SBA PAYCHECK PROTECTION PROGRAM LOAN SMALL BUSINESS GUIDE on pages 6-10 to get acquainted with the loan and its requirements. You can also download the guide [here](#).

Prep **ALL** your documents **before** starting your SBA PPP Loan Application for **Corporations**.

You will not be able to complete your application unless **ALL** required documents have been uploaded. To help you stay organized, use the following checklist to make sure you have everything you need.

### REQUIRED DOCUMENTS CHECKLIST FOR CORPORATIONS

<table>
<thead>
<tr>
<th>PAYROLL DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months Payroll summary including wages and state taxes paid</td>
</tr>
<tr>
<td>Q1 2020 payroll summary including wages and state taxes paid</td>
</tr>
<tr>
<td>2019/2020 Group Health benefits paid by the company</td>
</tr>
<tr>
<td>2019/2020 Retirement Benefits paid by the company</td>
</tr>
<tr>
<td>2019/2020 IRS form 940 and IRS form 941</td>
</tr>
<tr>
<td>*Sole Proprietors – 1099 + proof of payroll records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORPORATE DOCUMENTS (BASED ON CORPORATION TYPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles of Incorporation, Bylaws, and Fictitious business name (S or C Corp)</td>
</tr>
<tr>
<td>Articles of Organization, Operating Agreement, Fictitious Business Name (LLC/LLP)</td>
</tr>
<tr>
<td>Fictitious Business Name, and Partnership Agreement (Partnership)</td>
</tr>
<tr>
<td>Fictitious Business Name (Sole Prop)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SBA PPP APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Form 2483</td>
</tr>
<tr>
<td>Addendum A &amp; B if needed</td>
</tr>
<tr>
<td>Additional Owners over 20% if needed</td>
</tr>
<tr>
<td>Last years Business Tax returns</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAX RETURN DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Business Tax Return (OR)</td>
</tr>
<tr>
<td>2018 Business Tax Return &amp; 2019 FYE Financial Statement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHOTO ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo ID of Authorized Representative on PPP Application</td>
</tr>
</tbody>
</table>
DOCUMENTS NEEDED TO APPLY

SOLE PROPRIETORS
Review our SBA PAYCHECK PROTECTION PROGRAM LOAN SMALL BUSINESS GUIDE on pages 6-10 to get acquainted with the loan and its requirements. You can also download the guide [here](#).

Prep **ALL** your documents **before** starting your SBA PPP Loan Application for **Sole Proprietors**.

You will not be able to complete your application unless **ALL** required documents have been uploaded. To help you stay organized, use the following checklist to make sure you have everything you need.

### REQUIRED DOCUMENTS CHECKLIST FOR SOLE PROPRIETORS

<table>
<thead>
<tr>
<th><strong>FINANCIALS NEEDED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO EMPLOYEES</strong></td>
</tr>
<tr>
<td>2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)</td>
</tr>
<tr>
<td>1099-MISC detailing nonemployee compensation received (box7), invoice, bank statement or book of record that establishes you are self-employed.</td>
</tr>
<tr>
<td>2020 invoice, bank statement or book of record to establish you were in operation on or around 2-15-20</td>
</tr>
<tr>
<td><strong>WITH EMPLOYEES</strong></td>
</tr>
<tr>
<td>2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)</td>
</tr>
<tr>
<td>Form 941 (or other tax form or equivalent payroll processor records containing similar information as Form 941)</td>
</tr>
<tr>
<td>State Quarterly wage unemployment insurance tax reporting forms from Each quarter in 2019 (or Equivalent payroll processor records)</td>
</tr>
<tr>
<td>Documentation supporting retirement</td>
</tr>
<tr>
<td>Payroll statement or similar documentation from the pay period that covered 2-15-20</td>
</tr>
<tr>
<td><strong>CORPORATE DOCUMENTS (BASED ON CORPORATION TYPE)</strong></td>
</tr>
<tr>
<td>Fictitious Business Name (if applicable)</td>
</tr>
<tr>
<td><strong>SBA PPP APPLICATION</strong></td>
</tr>
<tr>
<td>SBA Loan Application</td>
</tr>
<tr>
<td><strong>PHOTO ID</strong></td>
</tr>
<tr>
<td>Photo ID of Authorized Representative on PPP Application</td>
</tr>
</tbody>
</table>
SBA PPP LOAN RESOURCE GUIDE
WHO CAN APPLY?

All Small Businesses Eligible

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

In addition, some special rules may make your eligible:

• If you are in the accommodation and food services sector (NAICS 72), the 500-employee rule is applied on a per physical location basis.

REMEMBER: The 500-employee threshold includes all employees: full-time, part-time, and any other status.

WILL LOANS BE FULLY FORGIVEN?

Funds are provided in the form of loans that will be fully forgiven when used for payroll costs, interest on mortgages, rent, and utilities (due to likely high subscription, at least 75% of the forgiven amount must have been used for payroll).

Loan payments will also be deferred for six months. No collateral or personal guarantees are required. Neither the government nor lenders will charge small businesses any fees.

You must keep employees on the payroll— or rehire quickly

Forgiveness is based on the employer maintaining or quickly rehiring employees and maintaining salary levels. Forgiveness will be reduced if full-time headcount declines, or if salaries and wages decrease.

WHAT LENDERS WILL NOT LOOK FOR

• That the borrower sought and was unable to obtain credit elsewhere.
• A personal guarantee is not required for the loan.
• No collateral is required for the loan.
• There is no minimum credit score required.
HOW MUCH CAN I BORROW?

Loans can be up to 2.5 x the borrower’s average monthly payroll costs.

HOW DO I CALCULATE MY MONTHLY AVERAGE PAYROLL COST?

\[
\text{PAYROLL COSTS} = \text{Sum of INCLUDED Payroll costs} - \text{Sum of EXCLUDED Payroll costs}
\]

INCLUDED PAYROLL COST

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 healthcare benefits, including insurance premiums;
- payment of any retirement benefit;
- payment of state or local tax assessed on the compensation of the employee.

EXCLUDED PAYROLL COST

1. Compensation of an individual employee in excess of an annual salary of $100,000, as prorated for the period February 15, to June 30, 2020;
2. Payroll taxes, railroad retirement taxes, and income taxes;
3. Any compensation of an employee whose principal place of residence is outside of the United States;
4. Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116–5127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act.

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 payments for payroll costs for the 12-week period beginning February 15, 2019 or March 1, 2019 (decided by the loan recipient) and ending June 30, 2019.
WHEN CAN I APPLY?

The week of April 6th, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders. Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders.

WILL THIS LOAN BE FORGIVEN?

Borrowers are eligible to have their loans forgiven.

HOW MUCH?

A borrower is eligible for loan forgiveness equal to the amount the borrower spent on the following items during the 8-week period beginning on the date of the origination of the loan:

- Payroll costs (using the same definition of payroll costs used to determine loan eligibility)
- Interest on the mortgage obligation incurred in the ordinary course of business
- Rent on a leasing agreement
- Payments on utilities (electricity, gas, water, transportation, telephone, or internet)

For borrowers with tipped employees, additional wages paid to those employees

The loan forgiveness cannot exceed the principal.

HOW COULD THE FORGIVENESS BE REDUCED?

The amount of loan forgiveness calculated above is reduced if there is a reduction in the number of employees or a reduction of greater than 25% in wages paid to employees. Specifically:

REDUCTION BASED ON REDUCTION OF NUMBER OF EMPLOYEES

- PAYROLL COSTS (calculated on page 3) x Average Number of Full-Time Equivalent Employees (FTEs) Per Month for the 8-Weeks Beginning on Loan Origination

Option 1:
Average number of FTEs per month from February 15, 2019 to June 30, 2019

Option 2:
Average number of FTEs per month from January 1, 2020 to February 29, 2020

For Seasonal Employers:
Average number of FTEs per month from February 15, 2019 to June 30, 2019

REDUCTION BASED ON REDUCTION OF NUMBER OF EMPLOYEES

For any employee who did not earn during any pay period in 2019 wages at an annualized rate more than $100,000, the amount of any reduction in wages that is greater than 25% compared to their most recent full quarter.

PAYROLL COSTS (calculated on page 3) ÷
SUBMITTING YOUR PPP APPLICATION WITH LENDISTRY
VISIT
WWW.MYLENDISTRY.COM

Click [APPLY NOW] in the center box labeled, [SBA PPP LOAN].

You will be redirected to Lendistry’s SBA PPP homepage.

**NOTE:** Please use Google Chrome for optimal web browser experience.
THREE-STEP PROCESS: APPLY – CONNECT - REVIEW

**APPLY** Complete our application to process your loan for review. Please upload as much information as you can in order to proceed through the review process quicker, including proof of payroll items and the SBA Application Form.

**CONNECT** Once your application has been submitted and entered into our system, you will receive a confirmation email with a username and password to our portal. Once logged in, connect your bank account through our verified system, Plaid. You can also upload additional documents.

**REVIEW** After your bank account has been verified, your application will be queued for review by our team. Please allow up to 72 hours for our team to follow up for additional questions and/or requirements. You will be updated on the progress of your application through the portal and email.
COPIES OF PAYROLL TAX REPORTS FILE WITH THE IRS (INCLUDING FORMS 941, 940, STATE INCOME AND UNEMPLOYMENT TAX FILING REPORTS) FOR THE ENTIRE YEAR OF 2019 AND FIRST QUARTER OF 2020 (IF AVAILABLE) SHOULD BE PRESENTED.

COPIES OF PAYROLL REPORTS FOR EACH PAY PERIOD FOR THE PRECEDING 12 MONTHS. SUCH REPORTS SHOULD INCLUDE GROSS WAGES INCLUDING PTO (WHICH MIGHT INCLUDE VACATION, SICK, AND OTHER PTO). THIS INCLUDES PAYROLL SHOULD INCLUDE REPORTS THROUGH THE PAY PERIOD PRECEDING THE ORIGINATION OF THE SBA LOAN.

DOCUMENTATION REFLECTING THE HEALTH INSURANCE PREMIUMS PAID BY THE COMPANY UNDER A GROUP HEALTH PLAN INCLUDING OWNERS OF THE COMPANY FOR THE IMMEDIATELY PRECEDING 12 MONTHS PRIOR TO THE DATE OF THE PPP LOAN ORIGINATION. COPIES OF THE MONTHLY INVOICES SHOULD SUFFICE.

DOCUMENTATION OF ALL RETIREMENT PLAN FUNDING BY THE EMPLOYER FOR THE IMMEDIATELY PRECEDING 12 MONTHS. COPIES OF WORK PAPERS, SCHEDULES AND REMITTANCES TO THE RETIREMENT PLAN ADMINISTRATOR SHOULD BE SUFFICIENT.

NOTE: EACH BORROWER WILL NEED TO MAKE A CERTIFICATION THAT THE DOCUMENTATION IS TRUE AND ACCURATE, THE AMOUNT FOR WHICH FORGiveness IS BEING REQUESTED WAS USED TO MAKE PAYMENTS TO RETAIN EMPLOYEES, COVERED RENT OBLIGATIONS AND COVERED UTILITY PAYMENTS. IN ADDITION, lendistry and/or SBA may request further information. THERE WILL BE NO FORGIVENESS IF THE DOCUMENTATION IS NOT PRESENTED. THE SBA WILL RENDER A DECISION WITHIN 60 DAYS AFTER RECEIPT OF AN APPLICATION FOR FORGIVENESS. THE AMOUNT OF ANY LOAN FORGIVENESS UNDER PPP IS NOT TAXABLE INCOME.
As a reminder, gather the following **required items before** you apply.

<table>
<thead>
<tr>
<th>CORPORATION</th>
<th>SOLE PROPRIETOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 12 Months Payroll</td>
<td>1. Financials (based employees or no employees)</td>
</tr>
<tr>
<td>2. Q1 2020 Payroll Summary</td>
<td>2. Photo ID</td>
</tr>
<tr>
<td>3. Primary Owner Photo ID</td>
<td>3. Corporate Documents</td>
</tr>
<tr>
<td>Year End Financial Statement</td>
<td></td>
</tr>
<tr>
<td>5. Corporate Documents (Varies by Entity Type:</td>
<td></td>
</tr>
<tr>
<td>Articles of Inc., By Laws, Operating Agreement,</td>
<td></td>
</tr>
<tr>
<td>Fictitious Business Name, Partnership</td>
<td></td>
</tr>
<tr>
<td>Agreement)</td>
<td></td>
</tr>
<tr>
<td>6. SBA PPP Application</td>
<td></td>
</tr>
<tr>
<td>7. 2019/2020 Health &amp; Retirement statements</td>
<td></td>
</tr>
<tr>
<td>8. 2019/2020 IRS Forms 940 &amp; 941</td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENT CHECKLIST**

- CORPORATION
- SOLE PROPRIETOR

Download and fill out the form before applying with Lendistry.
COMPLETING THE SBA PPP APPLICATION FORM

Paycheck Protection Program
Borrower Application Form

Check One:
☐ Sole proprietor ☐ Partnership ☐ C-Corp ☐ S-Corp ☐ LLC
☐ Independent contractor ☐ Eligible self-employed individual
☐ 501(c)(3) nonprofit ☐ 501(c)(19) veterans organization
☐ Tribal business (sec. 31(b)(2)(C) of Small Business Act) ☐ Other

Use the spaces below to complete this application. Be as precise as possible.

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):

☐ Payroll ☐ Lease / Mortgage Interest ☐ Utilities

☐ Other (explain):

Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Title</th>
<th>Ownership %</th>
<th>TIN (EIN, SSN)</th>
<th>Address</th>
</tr>
</thead>
</table>

If questions (1) or (2) below are answered “Yes,” the loan will not be approved.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These questions must be answered “NO” based on all owners.

If “YES” on #3 and #4, addendum is required.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Auto-decline if “YES” on #5 and #6. Must be initialed by an Authorized Rep.

Initial here to confirm your response to question 5

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial here to confirm your response to question 6

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial here to confirm your response to question 7

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant’s payroll calculation above?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial here to confirm your response to question 8

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Is the Applicant a franchise that is listed in the SBA’s Franchise Directory?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
- 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.

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 eight-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 25% 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 __________________________
STEP 1: CONTACT INFORMATION

Begin your application by filling out the general contact information for the primary owner of the business. **NOTE:** You may also use the contact information of an authorized representative.

INFORMATION NEEDED

- First Name
- Last Name
- E-mail
- Phone Number
- Address
- Social Security

Contact Details

<table>
<thead>
<tr>
<th>Primary Owner First Name</th>
<th>Primary Owner Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alyssa</td>
<td>Luu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:alyssa.luu@lendistry.com">alyssa.luu@lendistry.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(714) 706-9796</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>330 E LAMBERT RD STE 275</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner City</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner State</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA - California</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>92821</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Owner Social Security#</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-00-0001</td>
</tr>
</tbody>
</table>
### Business Information:

<table>
<thead>
<tr>
<th>Business Name</th>
<th>DBA (Doing Business As): [Note: If no DBA type NONE]</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA</td>
<td>N/A</td>
</tr>
<tr>
<td>Business EIN</td>
<td>11111</td>
</tr>
<tr>
<td>Business Phone #</td>
<td>(714) 706-9796</td>
</tr>
<tr>
<td>State of Incorporation</td>
<td>CA - California</td>
</tr>
<tr>
<td>Business Address</td>
<td>330 E LAMBERT RD STE 275</td>
</tr>
<tr>
<td>City</td>
<td>Long Beach</td>
</tr>
<tr>
<td>ZIP</td>
<td>90221</td>
</tr>
<tr>
<td>Date Business Established</td>
<td>12/3/2016</td>
</tr>
<tr>
<td>Amount of Rent/Mtg</td>
<td>0</td>
</tr>
<tr>
<td>Who Is Your Customer Base?</td>
<td>B2C</td>
</tr>
<tr>
<td>What Does Your Business Do?</td>
<td>Sells Products</td>
</tr>
<tr>
<td>What Type of Business is It?</td>
<td>Retail Trade</td>
</tr>
<tr>
<td>Tell us More?</td>
<td>Apparel and accessory</td>
</tr>
</tbody>
</table>

**Tell us More?**
That the borrower sought and was unable to obtain credit elsewhere.

A personal guarantee is not required for the loan.

No collateral is required for the loan.

**BUSINESS DATA FOR LOAN**

**STEP 3: INFORMATION NEEDED**

- Purpose of the Loan
- Amount Requested
- Will This loan Create More Jobs?
- # of Current Employees
- # of Jobs Created
- # of Jobs Retained
- Average Monthly Payroll
- Women Owned Business?
- Veteran?
- Disabled?
- Race
- Ethnicity
- Franchise
- Current SBA Economic Disaster Injury Loan Balance

![Business Data Form](image-url)
STEP 4: PRIMARY OWNER
BACKGROUND INFORMATION

INFORMATION NEEDED

• Have you ever been convicted of a crime?
• Do you have a tax lien?
• Have you ever defaulted on a government loan? (Including SBA loan, Student loan)
• Does the business have existing SBA debt?
• Are there any legal actions pending against you? (or your spouse)
• Have you exhausted all personal and non-SBA financing options?
• Are the majority owners of the business U.S. Citizens or Legal permanent residents?
• Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?
STEP 5: UPLOAD DOCUMENTS

Once you have completed ALL sections, click [Upload Files] to upload the required documents.

You will not be able to upload documents unless ALL fields in the form have been completed.

After all fields have been completed, you will be prompted to the following screen.
Complete all of the required forms and prep your documents BEFORE starting the application. Once you have uploaded ALL the required document, accept Lendistry’s Terms and Conditions, and click [Finish] to submit your survey.

**INFORMATION NEEDED**

<table>
<thead>
<tr>
<th>SBA PPP Application and applicable addendum</th>
<th>Corporate Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SBA PPP Application.</td>
<td>1. S or C Corp: Articles of Incorporation, By Laws, Fictitious business name.</td>
</tr>
<tr>
<td>2. Addendum A &amp; B if needed)</td>
<td>2. LLC or LLP: Articles of Organization, and Operating Agreement, Fictitious Business Name.</td>
</tr>
<tr>
<td>3. Additional Owners over 20% if needed)</td>
<td>3. Partnership: Fictitious Business Name, and Partnership Agreement.</td>
</tr>
<tr>
<td>4. Photo ID of Authorized Representative on PPP Application</td>
<td>4. Sole Prop: Fictitious Business Name</td>
</tr>
<tr>
<td>5. Fictitious Business Name (Sole Prop)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Documentation</th>
<th>Tax Return Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 12 months Payroll summary including wages and state taxes paid.</td>
<td>1. 2019 Business Tax Return (OR)</td>
</tr>
<tr>
<td>5. 2019/2020 IRS form 940 and IRS form 941.</td>
<td></td>
</tr>
</tbody>
</table>

Please upload the following documents(Max 12MB):

- **SBA PPP Application and applicable addendum**
  - 1. SBA PPP Application.
  - 2. Addendum A & B if needed.
  - 3. Additional Owners over 20% if needed.
  - 4. Photo ID of Authorized Representative on PPP Application.
  - 5. Fictitious Business Name (Sole Prop).

- **Corporate Documentation**
  - Please upload the following based on Corporation type.
    - 1. S or C Corp: Articles of Incorporation, By Laws, Fictitious business name.
    - 2. LLC or LLP: Articles of Organization, and Operating Agreement, Fictitious Business Name.

- **Payroll Documentation**
  - Please upload the following.
    - 1. 12 months Payroll summary including wages and state taxes paid.
    - 2. Q1 2020 payroll summary including wages and state taxes paid.
    - 3. 2019/2020 Group Health benefits paid by the company.
    - 4. 2019/2020 Retirement Benefits paid by the company.
    - 5. 2019/2020 IRS form 940 and IRS form 941.

- **Tax Return Documentation**
  - Please upload the following.
    - 1. 2019 Business Tax Return (OR)
STEP 6: SUBMISSION CONFIRMATION

You will receive the following message when your application has been accepted. A confirmation email with further instructions will be sent to you within 72 hours.

STEP 7: ACTIVATE PORTAL LOGIN

After you submit your application, you will receive an email confirmation with your Lendistry Portal login credentials.

Click the link in the email to activate your account.
STEP 8: UPDATE PORTAL PASSWORD

In your confirmation email, you will receive your portal username and password. Use those login credentials to sign into the portal and update your password.
STEP 9: LOAD YOUR PAYROLL CALCULATOR

Log back into the portal to view your application submission. Click on the icon to create a payroll register.

There are three loan calculators available:

1. Corporation
2. Sole Proprietor with Employees
3. Sole Proprietor without Employees

Complete only one calculator that is most relevant to your company.
STEP 9: LOAD YOUR PAYROLL CALCULATOR

### WAGES

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Gross Wages (TOTAL)</th>
<th>Gross Wages (100k Cap)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Annual Group Health Insurance</th>
<th>Annual Retirement Benefit Costs</th>
<th>State Unemployment &amp; Local Taxes on Employee Compensation</th>
<th>TOTAL PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**EIDL - Economic Injury Disaster Relief Loan:**

PPP loans cover payroll costs, including costs for employee vacation, parental, family, medical, and sick leave. However, the CARES Act excludes 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).

**Required Documentation**

1. Payroll Costs - Lendistry Payroll Register and supporting payroll documentation including Form 940 & 941 should be provided. Detailed payroll report from third-party or produced interally should also be included.
2. Group Health Insurance - Include invoice and supporting proof of payment documentation
3. State Unemployment Tax & Local Tax - Include state and local tax filing reports.
4. If you pay Retirement Benefits - Include invoice and supporting proof of payment documentation by the plan administrator.
5. If you have an EIDL (Economic Injury Disaster Relief Loan) and want to include this as part of your PPP Loan - Include all loan documentation with outstanding amount identified, plus any "advance" under an EIDL COVID-19 loan

**LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED**
**STEP 9: LOAD YOUR PAYROLL CALCULATOR**

### PAYCHECK PROTECTION PROGRAM

**LOAN CALCULATOR - SOLE PROPRIETOR - WITH EMPLOYEES**

<table>
<thead>
<tr>
<th>Payroll Costs:</th>
<th>Net Profit: 2019 1040 with Schedule C Line 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

2019 Gross Wages & Tips paid to employees

[2019 IRS Form 941 (line 5c-column 1):]

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan - Mar 2020</td>
<td>$</td>
</tr>
<tr>
<td>Apr - Jun 2020</td>
<td>$</td>
</tr>
<tr>
<td>July - Sept 2020</td>
<td>$</td>
</tr>
<tr>
<td>Oct - Dec 2020</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total 2019 Wages</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Deductions:

- Amount paid to any individuals above $100k in 2019
- Amount paid to any individual(s) who principal place of residences is outside the U.S.

<table>
<thead>
<tr>
<th>Deduction Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total 2019 Eligible Wages & Tips**: $0

- Health Insurance Contributions - Form 1040 Schedule C Line 14
- Retirement Contributions - Form 1040 Schedule C Line 19
- State Unemployment Tax Act (SUTA) - from state quarterly wage report forms

<table>
<thead>
<tr>
<th>Contribution Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Eligible Payroll Cost 2019**: $0

**Total Average Monthly Cost**: $2,5

**Total Payroll Loan Value**: $0

**EIDL - Economic Injury Disaster Relief Loan (if applicable):**

- Outstanding Amount, less any "advance" under an EIDL COVID-19 loan

<table>
<thead>
<tr>
<th>Outstanding Amount</th>
<th>$</th>
</tr>
</thead>
</table>

**Subtotal a)**: 

<table>
<thead>
<tr>
<th>Total</th>
<th>$</th>
</tr>
</thead>
</table>

**MAXIMUM LOAN AMOUNT [Lesser of a) or $250,000] b)**: $0

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>$</th>
</tr>
</thead>
</table>

**BORROWER REQUESTED AMOUNT (From PPP Application)**: $0

### Required Documentation

1. 2019 Net Profit - Form 1040 with Schedule C - Regardless of whether you have yet filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C with your PPP loan application to substantiate the applied-for PPP loan amount.
2. IRS Form 941, all four quarters in 2019 (or equivalent payroll processor records containing similar information as Form 941).
3. State Unemployment Tax Act (SUTA) - from state quarterly wage report forms (or equivalent payroll processor records).
5. Proof of Employer Retirement and Health Insurance Contributions, if applicable.
6. EIDL - Include loan documentation (if applicable).

**LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED**
**STEP 9: LOAD YOUR PAYROLL CALCULATOR**

### PAYCHECK PROTECTION PROGRAM

#### LOAN CALCULATOR - SOLE PROPRIETOR - NO EMPLOYEES

<table>
<thead>
<tr>
<th>Maximum Loan Amount</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit (100k cap)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payroll Costs:**

- **Net Profit - 2019 Form 1040 Schedule C Line 31**: $0
- **Outstanding Amount, less any "advance" under an EIDL COVID-19 loan**: $0

**Total Payroll Loan Value**: $0

#### EIDL - Economic Injury Disaster Relief Loan (if applicable):

- **Subtotal**: $0
- **MAXIMUM LOAN AMOUNT (Lesser of a) or $250,000 b)**: $0
- **BORROWER REQUESTED AMOUNT (From PPP Application)**

**Required Documentation**

1. 2019 Net Profit - Form 1040 with Schedule C - Regardless of whether you have yet filed a 2019 tax return with the IRS, you must provide the 2019 Form 1040 Schedule C with your PPP loan application to substantiate the applied-for PPP loan amount.
2. 1099-MISC detailing nonemployee compensation received (Box 7), Invoice, bank statement, or book of record to establish you are self-employed.
3. 2020 Invoice, bank statement, or book of record to establish you were in operation on or around February 15, 2020.
4. EIDL - Include loan documentation (if applicable).

**LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED**
Click on [Upload Documents & Bank Info] to upload additional documents, link your bank account, and review your PPP Loan application.
### Corporation

Upload the following documents into the portal:

- **Proof of Payroll 1/1/19 - 2/15/20**
  1. Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.
  2. Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.
  3. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice.
  4. Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.

- **Primary Owner Photo ID**
- **2019 Tax Return or 2018 Tax Return & 2019 Year End Financial Statement**
- **Corporate Documents** (Varies by Entity Type: Articles of Inc., Bylaws, Operating Agreement, Fictitious Business Name, Partnership Agreement)
- **SBA PPP Application (Click Here to Download)**
- **Bank Info**

### Sole Proprietor

Upload the following documents into the portal:

- **Financials**
  1. **NO EMPLOYEES**
    - 2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)
    - 1099-MISC detailing nonemployee compensation received (box7), invoice, bank statement or book of record that establishes you are self-employed.
    - 2020 invoice, bank statement or book of record to establish you were in operation on or around 2-15-20
  2. **WITH EMPLOYEES**
    - 2019 1040 with Schedule C (If 2019 not filed must complete Schedule C and submit to Lender)
    - Form 941 (or other tax form or equivalent payroll processor records containing similar information as Form 941)
    - State Quarterly wage unemployment insurance tax reporting forms from Each quarter in 2019 (or Equivalent payroll processor records)
    - Documentation supporting retirement
    - Payroll statement or similar documentation from the pay period that covered 2-15-20

- **Primary Owner Photo ID**
- **Corporate Documents**
- **SBA PPP Application (Click Here to Download)**
STEP 11: LINK BANK ACCOUNT

After uploading ALL required documents, click [Continue] to link your bank account to the portal. Enter the routing and account numbers to set up a direct deposit for your funds.

NOTE: Both steps are required and must be completed for your application to be processed.

After clicking on [Link Your Bank] to connect your bank to the portal, a pop-up window will open. Click [Continue] to select your banking institution and sign into your online banking account. This will allow Lendistry to access your business bank statements.

Please note that Lendistry DOES NOT have access to your Online Banking ID and Password. We are only able to view your banking accounts, which are used to verify that your bank statements are accurate and/or identify any unaccounted debt/loans.
Once you have linked your bank account, click [Continue] to review your application.

Your application responses will be auto-populated in the portal. Click through each category to review your responses.

**NOTE:** Please make sure the contact information for the primary owner is accurate. You may also use the contact information of an authorized representative.
SBA PPP LOAN APPLICATION PROCESS

MYLENDISTRY.COM

SALES/ BDR REVIEW

OSI/DUE DILIGENCE

UNDERWRITING

CLOSING

FUNDING
Small Business. Big Dreams.

Applying will not impact your credit score.

APPLY NOW
Get Pre-Approved Today.

SBA PPP LOAN

APPLY NOW

Sign Into Your Account

Forgot Password?
SBA PAYCHECK PROTECTION PROGRAM

Items to get ready BEFORE you APPLY:
1. Proof of Payroll 1/1/19 - 2/15/20
2. Primary Owner Photo ID
4. Corporate Documents (Varies by Entity Type: Articles of Inc., By Laws, Operating Agreement, Fictitious Business Name, Partnership Agreement)
5. SBA PPP Application (Recommended)

Apply
Complete our application below to process your loan for review. Please upload as much information as you can in order to proceed through the review process quicker, including proof of payroll items and the SBA Application Form.

Connect
Once your application has been submitted and entered into our system, you will receive a confirmation email with a username and password to our portal. Once logged in, connect your bank account through our verified system, Payroll. You can also upload additional documents.

Review
After your bank account has been verified, your application will be queued for review by our team. Please allow up to 48 hours for our team to follow up for additional questions and requirements. You will be updated on the progress of your application through the portal and email.

START YOUR APPLICATION
### Contact Details

- **Primary Owner First Name**
- **Primary Owner Last Name**
- **Primary Owner E-Mail**
- **Primary Owner Phone**
- **Primary Owner Address**
- **Primary Owner Address 2**
- **Primary Owner City**
- **Primary Owner State**
- **Primary Owner ZIP**
- **Primary Owner Social Security#**

### Business Information:

- **Business Name**
- **DBA (Doing Business As)**
- **Business EIN**
- **Business Phone #**
- **Business Type**
- **State of Incorporation**
- **Business Address**
- **Address 2**
- **City**
- **State**
APPLICATION REVIEW

**BDR REVIEW PROCESS**

1. Review Credit Report
2. Review Borrower Documents
   - Photo ID
   - 2019/2020 Payroll Summary (including wages, state taxes, 940, 941, Health and Retirement Benefits)
   - 1099 & payroll record (Sole Prop)
   - Corporate Docs (Not Needed for Existing Customers)
   - 2019 Tax Return or 2018 tax returns + 2019 FYE Financial Statements
   - SBA PPP Loan Application
3. Client Call
   - Request Any Additional Documents
   - Explanation of Log-In for Bank Verification (Plaid)

**BORROWER DUE DILLIGENCE**

1. Run CAVIRS
2. Run CLEAR
3. Run PACER (If BK on Credit Report)
4. Pull SOS
5. Look up NACIS CODE and transfer to CRM
6. Input into ETRAN (SBA website)
### Automatic Denial

1. Question #1 on SBA Application = Yes
2. Question #2 on SBA Application = Yes
3. Question #5 on SBA Application = Yes
4. Question #6 on SBA Application = Yes
5. CAIVRS has a CASE ID
6. SOS – Not Active
7. Loan amount > $250,000
8. State Restrictions (Not CA, FL, GA, MD, MI & PA)
9. Business Start date earlier than 12/31/2019

### Key Payroll Items

1. 2019 Payroll summary including wages and state taxes paid
2. 1st quarter (minimum Jan. 1st – Feb. 29th) 2020 Payroll summary including wages and state taxes paid
3. 2019/2020 – Group Health Benefits paid by the company
4. 2019/2020 – Retirement Benefits paid by the company
5. 2019/2020 - IRS FORM 940 & IRS Form 941
**Sole Prop Items**

**Without Employees:**
- Borrower must produce an 2019 IRS Form 1040 Schedule C, no exceptions. They’re not required to have filed this form with the IRS yet but in order to apply for a PPP loan they must fill it out and submit with their application.
- Additional backup documentation required:
  - 1099-Misc detailing nonemployee compensation, invoice, bank statement, or book of record to establish they are self-employed
  - 2020 invoice, bank statement, or book of record to establish they were in operation on or around February 15, 2020

**With Employees:**
- Same 2019 IRS Form 1040 Schedule C requirement as above.
- IRS Form 941 for all four quarters in 2019
- State Unemployment Tax - quarterly wage reports for all of 2019
- Proof of Operation on or around February 15, 2020
APPLICATION REVIEW

UNDERWRITING
1. Validate Due Diligence Items
2. Confirm Monthly Average Payroll
3. Review Bank Information
4. Run Payroll Calculator
5. Funding Call With Borrower
   • Review Forgiveness Terms
   • Confirm Use of Proceeds
6. Finalize Checklist
7. Produce Credit Memo

CLOSING
1. Prepare Documents in Laser Pro
2. Begin Building Customer Contact in NLS
3. Review Customer Wire Instructions
4. Initiate Funding Memo to Accounting
5. Produce Loan Boarding Data Sheet
6. Send Documents to Customer
7. Review Returned Documents
8. FUND