

# SMALL BUSINESS ADMINISTRATION PAYCHECK PROTECTION PROGRAM

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## Loan Application and Portal Guide

# REQUIRED DOCUMENTS

# REQUIRED DOCUMENTS CORPORATIONS

## First Draw

|   |  |
|---|--|
| 1 | PPP First Draw Borrower Application Form 2483  |
| 2 | Photo ID   |
| 3 | Entity Docs  |
| 4 | EIDL Note (if applicable)  |
| 5 | Payroll summary –detailed by employee (if completed by a recognizable third-party payroll processor minimal review is necessary –payroll validator)  |
| 6 | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>• IRS Form 940 and IRS Form 941 (or other tax form containing similar information) and state quarterly wage unemployment tax reporting forms from each quarter in 2019 or 2020 (whichever is used to calculate the loan)</li> <li>• <u>OR</u> equivalent payroll records</li> </ul> |
| 7 | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>• IRS Form 1120 line 24 or IRS Form 1120-S line 18 (health insurance) and IRS Form 1120 line 23 or IRS Form 1120-S line 17 (retirement)</li> <li>• <u>OR</u> statement for insurance company and/or retirement company</li> </ul>                         |
| 8 | If not included in the above, payroll statement or similar documentation from pay period covering February 15, 2020 to establish in operation on February 15, 2020   |

## Second Draw

|   |  |
|---|--|
| 1 | PPP Second Draw Borrower Application Form 2483-SD*   |
| 2 | Photo ID   |
| 3 | Entity Docs  |
| 4 | PPP Note   |
| 5 | Payroll summary –detailed by employee (if completed by a recognizable third-party payroll processor minimal review is necessary –payroll validator)  |
| 6 | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>• IRS Form 940 and IRS Form 941 (or other tax form containing similar information) and state quarterly wage unemployment tax reporting forms from each quarter in 2019 or 2020 (whichever is used to calculate the loan)</li> <li>• <u>OR</u> equivalent payroll records</li> </ul> |
| 7 | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>• IRS Form 1120 line 24 or IRS Form 1120-S line 18 (health insurance) and IRS Form 1120 line 23 or IRS Form 1120-S line 17 (retirement)</li> <li>• <u>OR</u> statement for insurance company and/or retirement company</li> </ul>                         |
| 8 | Documentation to support 25% reduction in revenue* <ul style="list-style-type: none"> <li>• 2019 IRS Form 1120 and FYE 2020 P&amp;L</li> <li>• <u>OR</u> 2019 calendar quarter P&amp;L and comparable 2020 quarter P&amp;L</li> </ul>  |

\*Current Lendistry PPP clients only need to submit documents with asterisk (\*) **if your loan request is equal to or less than your 1st Draw PPP loan.** All others must submit every item listed.

# REQUIRED DOCUMENTS PARTNERSHIPS

## First Draw

|   |  |
|---|--|
| 1 | PPP First Draw Borrower Application Form 2483  |
| 2 | Photo ID   |
| 3 | Entity Docs  |
| 4 | EIDL Note (if applicable)  |
| 5 | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>IRS Form 1065 (including K-1s) for 2019 or 2020 (whichever is used to calculate the loan), including IRS Form 940 and IRS Form 941 and state quarterly wage unemployment tax reporting forms from each quarter in 2019 or 2020, if employees (whichever is used to calculate the loan)</li> </ul> |
| 6 | Payroll summary –detailed by employee (if completed by a recognizable third-party payroll processor minimal review is necessary –payroll validator)  |
| 7 | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>IRS Form 1065 line 19 (Health insurance) and Line 18 (Retirement)</li> <li><u>OR</u> statement for insurance company and/or retirement company</li> </ul>   |
| 8 | If not included in above, payroll statement or similar documentation from pay period covering February 15, 2020 to establish in operation on February 15, 2020 (if employees) or invoice, bank statement or book of record for such period (if no employees)   |

## Second Draw

|   |  |
|---|--|
| 1 | PPP Second Draw Borrower Application Form 2483-SD*   |
| 2 | Photo ID   |
| 3 | Entity Docs  |
| 4 | PPP Note   |
| 5 | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>IRS Form 1065 (including K-1s) for 2019 or 2020 (whichever is used to calculate the loan), including IRS Form 940 and IRS Form 941 and state quarterly wage unemployment tax reporting forms from each quarter in 2019 or 2020, if employees (whichever is used to calculate the loan)</li> </ul> |
| 6 | Payroll summary –detailed by employee (if completed by a recognizable third-party payroll processor minimal review is necessary –payroll validator)  |
| 7 | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>2019 Form 1065 line 19 (Health insurance) and Line 18 (Retirement)</li> <li><u>OR</u> statement for insurance company and/or retirement company</li> </ul>  |
| 8 | Documentation to support 25% reduction in revenue* <ul style="list-style-type: none"> <li>2019 IRS Form 1065 and FYE 2020 P&amp;L</li> <li><u>OR</u> 2019 calendar quarter P&amp;L and comparable 2020 quarter P&amp;L</li> </ul>  |

\*Current Lendistry PPP clients only need to submit documents with asterisk (\*) **if your loan request is equal to or less than your 1st Draw PPP loan.** All others must submit every item listed.

# REQUIRED DOCUMENTS

## SOLE PROPRIETOR/SELF-EMPLOYED/INDEPENDENT CONTRACTOR/ SINGLE MEMBER LLC (NO EMPLOYEES)

### First Draw

|   |  |
|---|--|
| 1 | PPP First Draw Borrower Application Form 2483 or 2483-C  |
| 2 | Form 2483-C used when gross income (line 7) used to calculate payroll costs  |
| 3 | Form 2483 used when net profit (line 31) used to calculate payroll   |
| 4 | Photo ID   |
| 5 | Entity Docs  |
| 6 | EIDL (if applicable)   |
| 7 | IRS Form 1040 Schedule C (Schedule F for farmers and ranchers) for 2019 or 2020 (whichever is used to calculate the loan)                    |
| 8 | IRS Form 1099-MISC detailing nonemployee compensation received, invoice, bank statement or book of record establishing you are self-employed |
| 9 | If not included above, 2020 invoice, bank statement or book of record to establish in operation on or around February 15, 2020               |

### Second Draw

|    |   |
|----|---|
| 1  | PPP Second Draw Borrower Application Form 2483-SD* or 2483-SD-C*  |
| 2  | Form 2483-SD-C used when gross income (line 7) used to calculate payroll costs  |
| 3  | Form 2483-SD used when net profit (line 31) used to calculate payroll costs   |
| 4  | Photo ID  |
| 5  | Entity Docs   |
| 6  | PPP Note  |
| 7  | IRS Form 1040 Schedule C (Schedule F for farmers and ranchers) for 2019 or 2020 (whichever is used to calculate the loan)   |
| 8  | IRS Form 1099-MISC detailing nonemployee compensation received, invoice, bank statement or book of record establishing you are self-employed  |
| 9  | If not included above, 2020 invoice, bank statement or book of record to establish in operation on or around February 15, 2020  |
| 10 | Documentation to support 25% reduction in revenue* <ul style="list-style-type: none"> <li>• 2019 IRS Form 1040 with Schedule C and FYE 2020 P&amp;L</li> <li>• <u>OR</u> 2019 calendar quarter P&amp;L and comparable 2020 quarter P&amp;L</li> </ul> |

\*Current Lendistry PPP clients only need to submit documents with asterisk (\*) **if your loan request is equal to or less than your 1st Draw PPP loan.** All others must submit every item listed.

# REQUIRED DOCUMENTS

## SOLE PROPRIETOR/SELF-EMPLOYED/INDEPENDENT CONTRACTOR/ SINGLE MEMBER LLC (WITH EMPLOYEES)

### First Draw

|   |   |
|---|---|
| 1 | PPP First Draw Borrower Application Form 2483 or 2483-C   |
| 2 | Form 2483-C used when gross income (line 7) used to calculate payroll costs   |
| 3 | Form 2483 used when net profit (line 31) used to calculate payroll  |
| 4 | Photo ID  |
| 5 | EIDL (if applicable)  |
| 6 | Fictitious Business Name Statement (if applicable)  |
| 7 | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>IRS Form 1040 Schedule C (Schedule F for farmers and ranchers) for 2019 or 2020 (whichever is used to calculate the loan), IRS Form 940 and IRS Form 941 (or other tax forms) and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever is used to calculate the loan)</li> <li><u>OR</u> equivalent payroll processor records</li> </ul> |
| 8 | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>IRS Form 1040 Schedule C line 14 and line 19</li> <li><u>OR</u> statement for insurance company and/or retirement company</li> </ul>   |
| 9 | If not included in above, payroll statement or similar documentation from pay period covering February 15, 2020 to establish in operation on February 15, 2020  |

### Second Draw

|    |   |
|----|---|
| 1  | PPP Second Draw Borrower Application Form 2483-SD* or 2483-SD-C*  |
| 2  | Form 2483-SD-C used when gross income (line 7) used to calculate payroll costs  |
| 3  | Form 2483-SD used when net profit (line 31) used to calculate payroll costs   |
| 4  | Photo ID  |
| 5  | Fictitious Business Name Statement (if applicable)  |
| 6  | PPP Note  |
| 7  | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made <ul style="list-style-type: none"> <li>IRS Form 1040 Schedule C (Schedule F for farmers and ranchers) for 2019 or 2020 (whichever is used to calculate the loan), IRS Form 940 and IRS Form 941 (or other tax forms) and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever is used to calculate the loan)</li> <li><u>OR</u> equivalent payroll processor records</li> </ul> |
| 8  | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation) <ul style="list-style-type: none"> <li>IRS Form 1040 Schedule C line 14 and line 19</li> <li><u>OR</u> statement for insurance company and/or retirement company</li> </ul>   |
| 9  | If not included in above, payroll statement or similar documentation from pay period covering February 15, 2020 to establish in operation on February 15, 2020  |
| 10 | Documentation to support 25% reduction in revenue* <ul style="list-style-type: none"> <li>2019 IRS Form 1040 with Schedule C and FYE 2020 P&amp;L</li> <li><u>OR</u> 2019 calendar quarter P&amp;L and comparable 2020 quarter P&amp;L</li> </ul>   |

\*Current Lendistry PPP clients only need to submit documents with asterisk (\*) **if your loan request is equal to or less than your 1st Draw PPP loan.** All others must submit every item listed.

# REQUIRED DOCUMENTS

## NON-PROFIT

Eligible nonprofits include certain 501(c)(3) organizations, 501(c)(6) organizations, 501(c)(19) veteran organizations, tribal business concerns described in Section 31(b)(2)(C) of Small Business Act, destination marketing organizations, and nonprofit news organizations

### First Draw

|          |  |
|----------|--|
| <b>1</b> | PPP First Draw Borrower Application Form 2483  |
| <b>2</b> | Entity Docs (e.g., Articles of Incorporation)  |
| <b>3</b> | Minutes and Borrowing Resolution   |
| <b>4</b> | Photo ID for Signer  |
| <b>5</b> | EIDL Note (if applicable)  |
| <b>6</b> | IRS Form 990 (or other tax form containing similar information) for 2019 or 2020 (whichever is used to calculate the loan) |
| <b>7</b> | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made *if available                    |
| <b>8</b> | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation)        |

### Second Draw

|          |  |
|----------|--|
| <b>1</b> | PPP Second Draw Borrower Application Form 2483-SD*   |
| <b>2</b> | Entity Docs (e.g., Articles of Incorporation)  |
| <b>3</b> | Minutes and Borrowing Resolution   |
| <b>4</b> | Photo ID for Signer  |
| <b>5</b> | PPP Note   |
| <b>6</b> | IRS Form 990 (or other tax form containing similar information) for 2019 or 2020 (whichever is used to calculate the loan)   |
| <b>7</b> | Payroll for FYE 2019 or FYE 2020 <u>OR</u> 12-month period prior to when the loan is made  |
| <b>8</b> | Documentation to support Health Insurance and Retirement (if not received will not be included in loan calculation)  |
|          | Documentation to support 25% reduction in revenue* <ul style="list-style-type: none"> <li>• 2019 IRS Form and FYE 2020 P&amp;L</li> <li>• <u>OR</u> 2019 calendar quarter P&amp;L and comparable 2020 quarter P&amp;L</li> </ul> |

\*Current Lendistry PPP clients only need to submit documents with (\*). However, if current Lendistry clients are requesting loan amounts greater than their first draw PPP loan, additional documentation will be required.

# RECENT UPDATES AS OF MARCH 2021

The Biden-Harris Administration and the SBA have revised the PPP's funding formula to provide greater support for businesses impacted the most during COVID19. The Paycheck Protection Program now allows sole proprietors, independent contractors, and self-employed individuals the option of using gross income or net profit reported on Form 1040 Schedule C to compute payroll costs and calculate maximum loan amount. This change is for both First Draw and Second Draw loan. Either 2019 or 2020 Form Schedule C can be used. Gross Income is located on line 7 and net profit is located on line 31 of form Schedule C.



# PROGRAM OVERVIEW: FIRST DRAW

# FIRST DRAW ELIGIBILITY

## 1 WHO CAN APPLY?

### FIRST DRAW

#### **You are eligible if:**

1. You, together with any affiliates, are a:
  - “Small business concern” under the applicable revenue-based size standards established by under 13 C.F.R. 121.201 or the SBA alternative size standard;
  - Independent contractor, eligible self-employed individual, or sole proprietor with a principal place of residence in the U.S. that filed or will file a Form 1040 Schedule C for 2019;
  - Business concern, 501(c)(3), 501(c)(19), or Tribal business concern with no more than 500 employees (or applicable larger size standard set by SBA based on NAICS code);
  - Housing cooperative, 501(c)(6), or eligible destination marketing organization with no more than 300 employees;
  - News organization majority owned/controlled by a newspaper publisher (NAICS code 511110) or radio/broadcasting company (NAICS code 5151) or nonprofit public broadcasting entity that is a newspaper publisher or radio/broadcasting company, with no more than 500 employees (or applicable larger size standard set by SBA based on NAICS code) per location; or
  - Electric cooperative or telephone cooperative exempt from Federal taxation under 501(c)(12)

#### **AND**

2. You were in operation on February 15, 2020.

\* Except as set forth above, businesses, together with applicable affiliates, must have no more than 500 employees or applicable larger size standard set by SBA based on NAICS code

\*\* Business must either (i) have employees for which it paid salaries and payroll taxes or paid independent contractors (reported on Form 1099-MISC) or (ii) be an eligible self-employed individual, independent contractor, or sole proprietorship with no employees

### WHAT LENDERS WILL NOT LOOK FOR

- A personal guarantee is not required for the loan.
- No collateral is required for the loan.
- There is no minimum credit score required.

# FIRST DRAW INELIGIBILITY

## 2 WHO IS INELIGIBLE FOR A FIRST DRAW LOAN?

- Business or organization is engaged in any illegal activity under Federal, state or local law
- Business or organization has permanently closed
- Business or organization not in operation on February 15, 2020
- Business or organization is in bankruptcy
- The President, Vice President, the head of an Executive Department, or Member of Congress, or the spouse of such person, directly or indirectly holds a controlling interest in the business
- Business is an issuer of publicly traded securities
- Household employers (individuals employing household employees such as nannies or housekeepers)
- Owner of 20% or more of the equity of the applicant is (i) 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; or (ii) has been convicted of, pleaded guilty or nolo contendere to, or commenced any form of parole or probation (including probation before judgment) for, a felony involving fraud, bribery, embezzlement, or false statement in a loan application or application for federal financial assistance within the last 5 years or any other felony within the last year
- You or any business owned or controlled by you or any of your owners, has ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted within the last seven years and caused a loss to the government
- Any other business generally ineligible for a 7(a) loan under 13 CFR 120.110 (paragraphs (a), (g), (k), and (n) do not apply to PPP loans or are superseded by interim final rules issued by SBA in connection with PPP loans)

NOTE: List is not comprehensive. Please refer to Interim Final Rules for full list of ineligible businesses.

# FIRST DRAW MAXIMUM LOAN AMOUNT

## 3 HOW MUCH CAN I BORROW?

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



### NON-SEASONAL EMPLOYERS

#### Maximum Loan for FIRST DRAW =

Lesser of (i) 2.5x average monthly payroll costs plus the outstanding amount of an EIDL loan made between 1/31/20 and 4/3/20 or (ii) \$10 million.



### SEASONAL EMPLOYERS\*

#### Maximum Loan for FIRST DRAW =

Lesser of (i) 2.5x average total monthly payments for payroll costs for any 12-week period between February 15, 2019 and February 15, 2020 and (ii) \$10 million.

*\*A seasonal employer is a borrower that does not operate for more than 7 months in any calendar year or, for the preceding calendar year, had gross receipts for any 6 months of that year that were not more than 33% of the gross receipts for the other 6 months of that year.*

A borrower may choose calendar year 2019 or 2020 as the base period. Borrowers who are not self-employed (including sole proprietors and independent contractors) may alternatively elect to use the 1-year period before the date on which the loan is made as the base period.



### HOW TO CALCULATE YOUR MONTHLY AVERAGE PAYROLL COST

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

# PAYROLL COSTS

## 4 INCLUDED PAYROLL COSTS

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 employee benefits consisting of group health care, life, disability, vision, or dental insurance, including insurance premiums, and retirement
- payment of state or local tax assessed on the compensation of the employee

## EXCLUDED PAYROLL COSTS

- Compensation of an individual employee in excess of \$100,000, as prorated for the period during which payments are made
- Federal employment taxes imposed or withheld during the applicable period, including FICA and Railroad Retirement Act taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- 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)

# PROGRAM OVERVIEW: SECOND DRAW

# SECOND DRAW ELIGIBILITY

## 1 WHO CAN APPLY?

### SECOND DRAW

#### **You are eligible if:**

1. You have received a First Draw PPP Loan;
2. You have used or will use full First Draw PPP Loan amount on eligible expenses before disbursement of Second Draw Loan;
3. Have 300 or fewer employees; and
4. Experienced 25% or greater revenue reduction in 2020 relative to 2019 (measured by comparing either annual gross receipts based on annual tax returns or quarterly gross receipts from same quarter of each year)

\* (A) businesses with NAICS code beginning with 72, (B) news organizations majority owned/controlled by a newspaper publisher (NAICS code 511110) or radio/broadcasting company (NAICS code 5151) and (C) nonprofit public broadcasting entities that are newspaper publishers or radio/broadcasting companies, may be eligible if no more than 300 employees (or applicable larger size standard set by SBA based on NAICS code) per location

\*\* "Gross receipts" are calculated in accordance with SBA size regulations under 13 C.F.R. 121.104. Forgiveness amount of First Draw PPP Loan excluded from the borrower's gross receipts

# SECOND DRAW INELIGIBILITY

## 2 WHO IS INELIGIBLE FOR A SECOND DRAW LOAN?

- Business excluded from eligibility for a First Draw Loan
- Business engaged in political or lobbying activities, including entities organized for research or for engaging in advocacy in areas such as public policy or political strategy or otherwise describes itself as a think tank
- Business in which 20% or more of the economic interest is directly or indirectly owned or held by an entity created in or organized under the laws of the People's Republic of China or the Special Administrative Region of Hong Kong, or that has significant operations in the People's Republic of China or the Special Administrative Region of Hong Kong
- Business in which any member of its board of directors is a resident of the People's Republic of China
- Foreign Agents (i.e., any person required to submit a registration statement under section 2 of the foreign Agents Registration Act of 1938)
- Entities in which the President, Vice President, the head of an Executive Department, or a Member of Congress, or the spouse of such person owns, controls, or holds at least 20% of the outstanding amount of any class of equity
- Entities that have previously received a Second Draw PPP loan



# SECOND DRAW MAXIMUM LOAN AMOUNT

## 3 HOW MUCH CAN I BORROW?

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



### NON-SEASONAL EMPLOYERS

#### Maximum Loan for SECOND DRAW =

Lesser of (i) 2.5x (3.5x for business with NAICS code starting with 72) average monthly payroll costs or (ii) \$2 million.



### SEASONAL EMPLOYERS\*

### NON-SEASONAL EMPLOYERS

#### Maximum Loan for SECOND DRAW =

Lesser of (i) 2.5x average total monthly payments for payroll costs for any 12-week period between February 15, 2019 and February 15, 2020 and (ii) \$2 million.

*\*A seasonal employer is a borrower that does not operate for more than 7 months in any calendar year or, for the preceding calendar year, had gross receipts for any 6 months of that year that were not more than 33% of the gross receipts for the other 6 months of that year.*

A borrower may choose calendar year 2019 or 2020 as the base period. Borrowers who are not self-employed (including sole proprietors and independent contractors) may alternatively elect to use the 1-year period before the date on which the loan is made as the base period.



### HOW TO CALCULATE

### YOUR MONTHLY AVERAGE PAYROLL COST

Sum of  
**INCLUDED**  
Payroll Costs

—

Sum of  
**EXCLUDED**  
Payroll Costs

=

**PAYROLL  
COSTS**

# PAYROLL COSTS

## 4 INCLUDED PAYROLL COSTS

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 employee benefits consisting of group health care, life, disability, vision, or dental insurance, including insurance premiums, and retirement
- payment of state or local tax assessed on the compensation of the employee

## EXCLUDED PAYROLL COSTS

- Compensation of an individual employee in excess of \$100,000, as prorated for the period during which payments are made
- Federal employment taxes imposed or withheld during the applicable period, including FICA and Railroad Retirement Act taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- 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)

# TIPS FOR APPLYING

# TIPS FOR APPLYING

Tip #1  
Use Google Chrome.

Tip #2  
Use a valid email address.

## TIP #1 – USE GOOGLE CHROME.

Throughout the entire application process, please use **Google Chrome only**.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

## TIP #2 – USE A VALID EMAIL ADDRESS.

Please make sure you are using a valid email address when applying. You will receive updates and additional instructions at the email address you provide.

**IMPORTANT NOTE** - The following email addresses will **not** be accepted and recognized in our system:

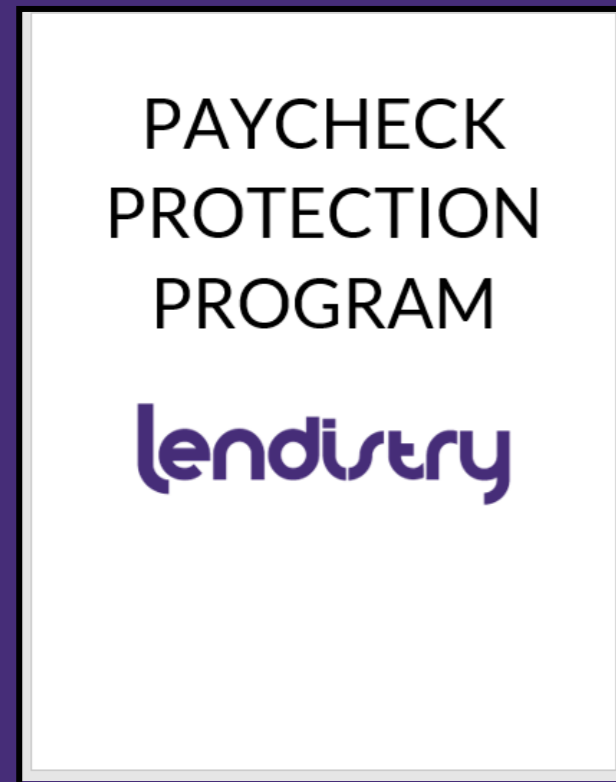
1. Emails beginning with **info@**  
Example: info@mycompany.com
2. Emails ending with **@contact.com** or **@noreply.com**  
Example: example@contact.com  
Example: example@noreply.com

# TIPS FOR APPLYING

## Tip #3

Submit your application in proper form.

CORRECT



## TIP #3 – SUBMIT YOUR APPLICATION IN PROPER FORM.

All documentation must be provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

If you do not have a scanner, we recommend using the following free mobile apps:

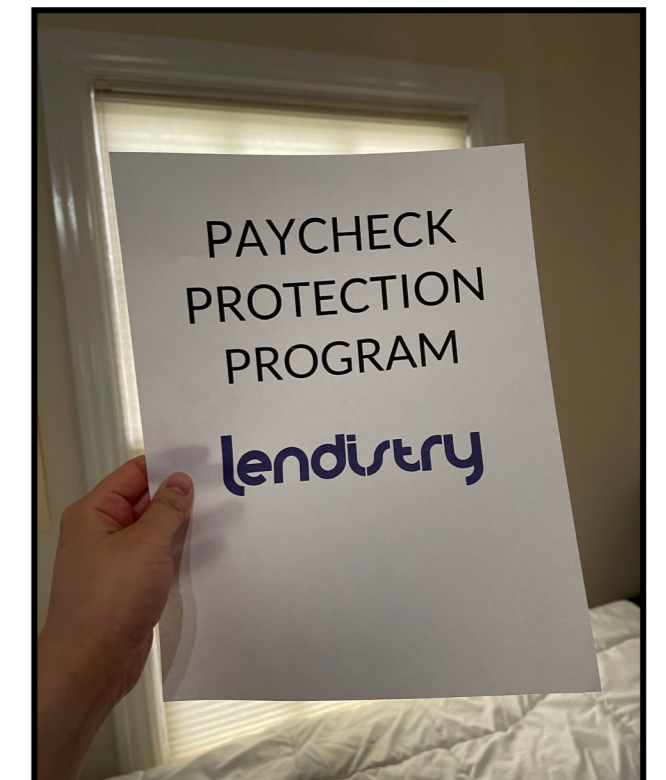
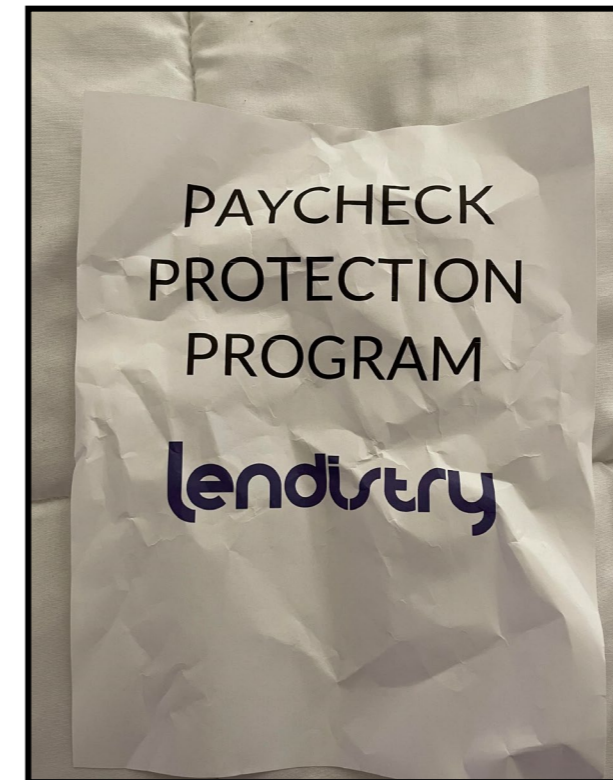
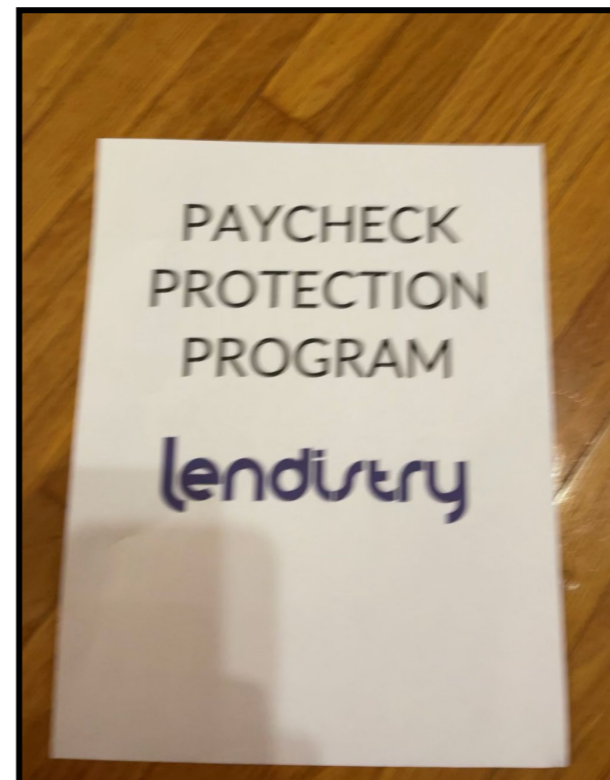
### Genius Scan

Apple | [Click Here to Download](#)  
Android | [Click Here to Download](#)

### Adobe Scan

Apple | [Click Here to Download](#)  
Android | [Click Here to Download](#)

INCORRECT



# TIPS FOR APPLYING

## Tip #4

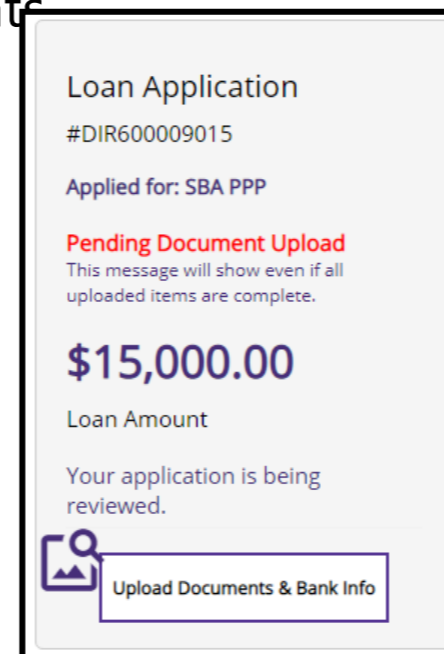
Make sure your application is complete.

## TIP #4 – MAKE SURE YOUR APPLICATION IS COMPLETE.

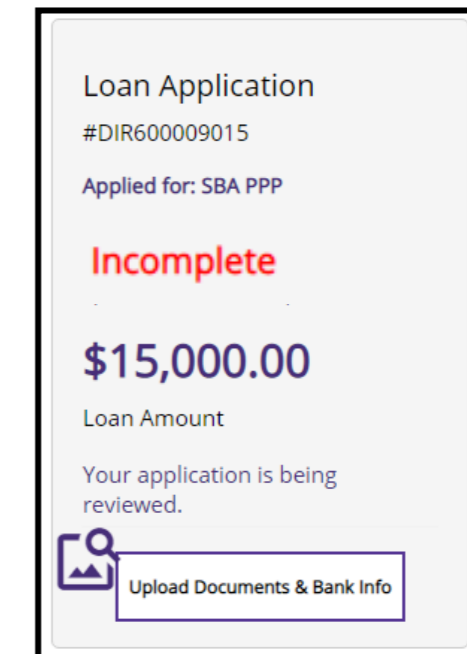
You must submit a **completed** application in order to move to the next stage and upload documents.

### HOW TO CHECK IF YOUR APPLICATION HAS BEEN COMPLETED

1. Sign into the Portal.
2. **If your application has been completed, your status will say “PENDING DOCUMENT UPLOAD”.** Click “Upload Documents & Bank Info” to upload required documents. Note: The status will remain “Pending Document Upload” after you have completed this step.
3. **If your application is unfinished, your status will say “INCOMPLETE”.** you will need to click “Edit Application” to complete it before you can upload documents.



**Your application is complete.** Proceed to the next stage and upload documents.



**Your application is unfinished.** You must sign into the portal and complete it before you can upload documents.

# TIPS FOR APPLYING

## Tip #5

Clear your cache or use incognito mode.

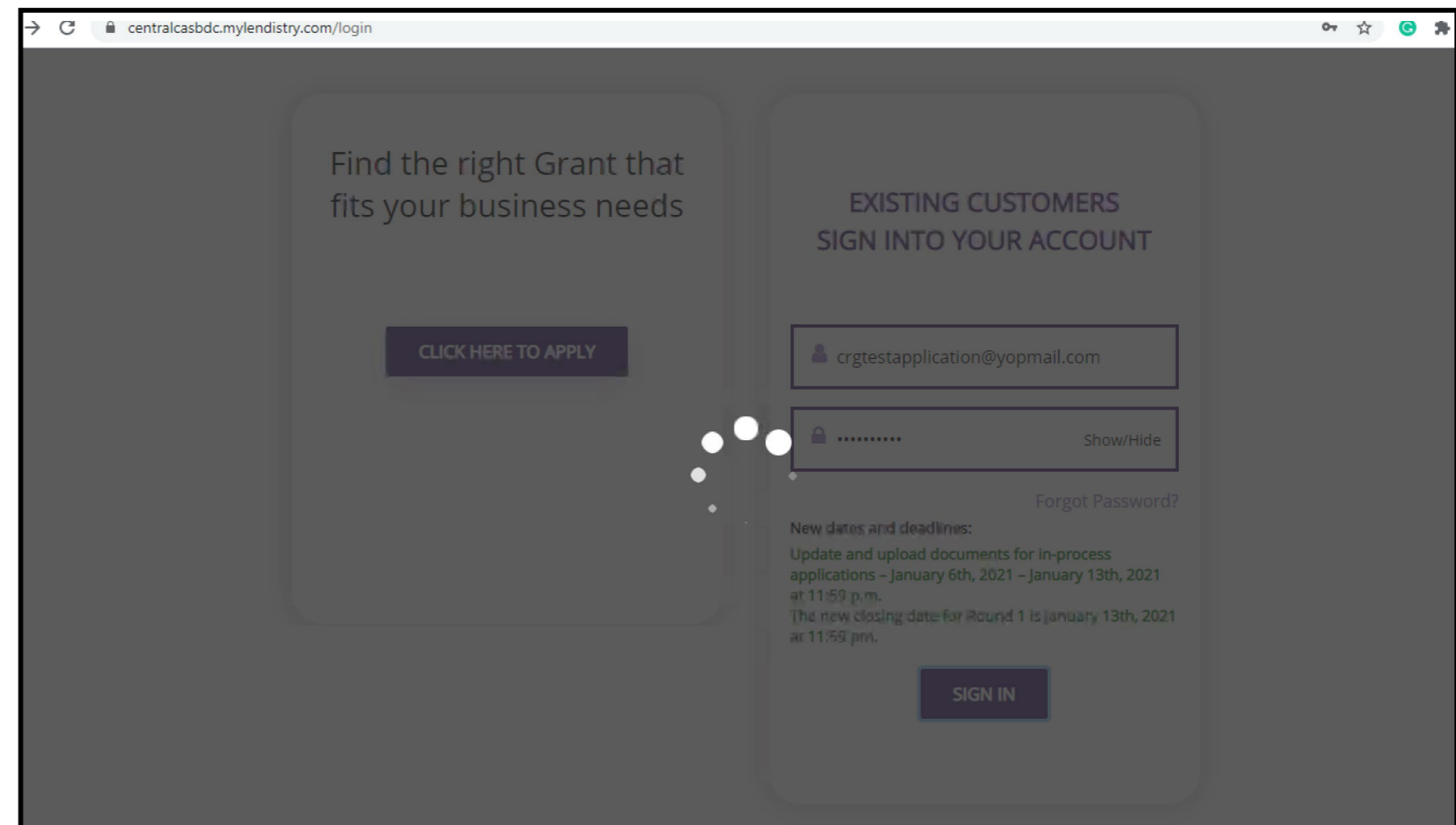
## TIP #5 – CLEAR YOUR CACHE OR USE INCOGNITO MODE.

You may encounter a loading circle for a prolonged time due to one of the following reasons:

1. You attempt to sign in multiple times simultaneously.
2. Your WiFi or internet server is overloaded.
3. You are signing in during high volume traffic.

There are two ways to fix that issue:

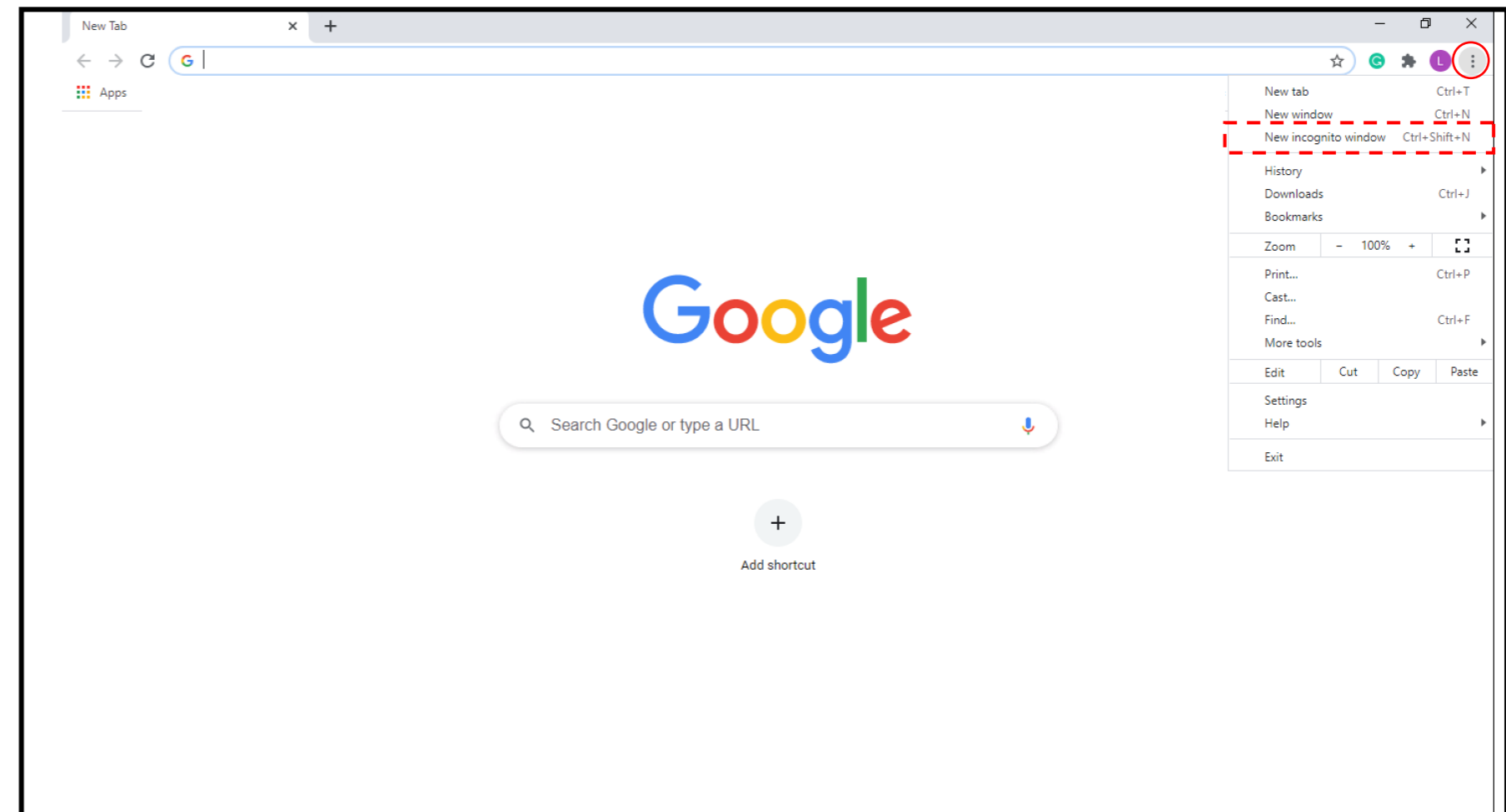
1. Sign into the Portal using “Incognito Mode”.
2. Clear the cache on your web browser.



# HOW TO USE INCOGNITO MODE

## USE INCOGNITO MODE.

Click the three dots in the upper right corner of your web browser, and then select "New incognito mode". Your browser will open a new window.

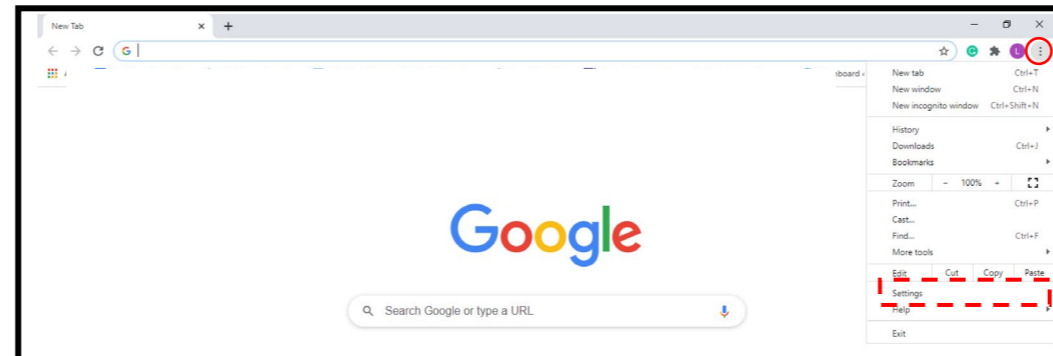




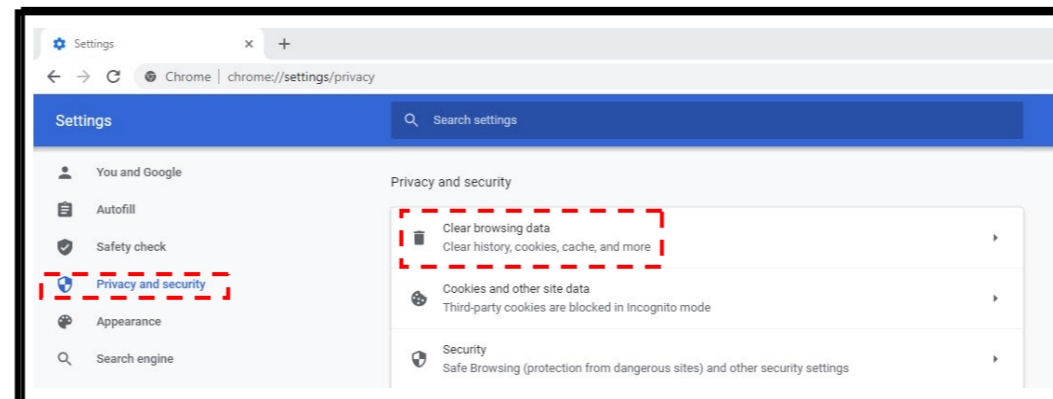
# HOW TO CLEAR YOUR CACHE

## CLEAR YOUR CACHE.

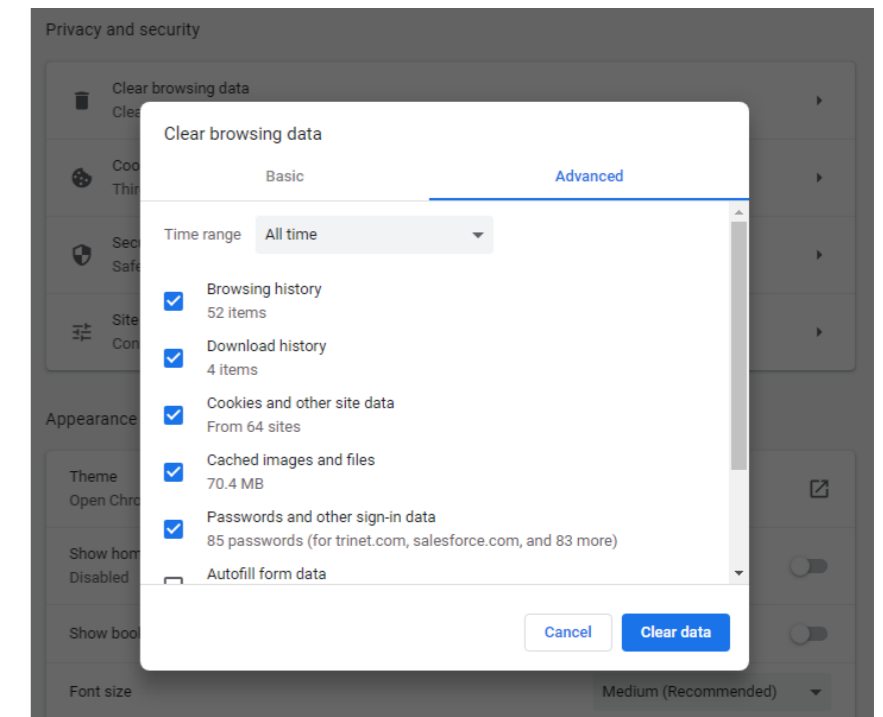
1. Go to your web browser settings by clicking the three dots in the upper right corner, and then go to settings.



2. Go to "Privacy and Security", and then select "Clear Browsing Data".



3. Select "Clear Data".



# APPLICATION PROCESS

# CONTACT INFORMATION

## WHAT INFORMATION IS NEEDED?

- Owner First Name
- Owner Last Name
- Owner E-mail
- Owner Address City, State, Zip Code, and County
- Owner Social Security
- % of Ownership
- Owner's Date of Birth

## TERMS AND CONDITIONS

Check the box to acknowledge that you have read and agree to the **Terms and Conditions**. You must agree in order to move forward with your grant application.

CONSENT TO CREDIT REPORTING: The Borrower and Owner(s)/Officer(s) identified above (individually, an "Applicant") each represents, acknowledges and agrees that (1) all information and documents provided to Lendistry are true, accurate and complete, (2) Applicant will immediately notify LENDISTRY of any change in such information or financial condition, (3) Applicant authorizes LENDISTRY to disclose all information and documents that LENDISTRY may obtain excluding credit reports to other persons or entities (collectively, "Assignees") that may be involved with or acquire commercial loans. (4) By agreeing to this authorization, I authorize LENDISTRY and/or Assignees to investigate my credit history and financial records including my banking records. As part of such investigation, I authorize LENDISTRY, to request and obtain consumer credit reports in connection with the opening, monitoring, renewal, and extension of this and other accounts with Experian. If I request, LENDISTRY will tell me whether my consumer credit report was requested, and, if so, the name and address of the consumer credit reporting agency that furnished the report. (5) LENDISTRY Assignees, and each of their representatives, successors, assigns and designees (collectively, "Recipients") are authorized to request and receive any investigative reports, credit reports, statements from creditors or financial institutions, verification of information, or any other information that a Recipient deems necessary, (6) Applicant waives and releases any claims against

Close

### Contact Details

|  |  |
|--|--|
| Primary Owner First Name                           | Primary Owner Last Name                    |
| <input type="text" value="Marisol"/>               | <input type="text" value="Testcase"/>      |
| Primary Owner E-Mail                               | Primary Owner Phone                        |
| <input type="text" value="round2ppp@yopmail.com"/> | <input type="text" value="123-456-7890"/>  |
| Primary Owner Address                              | Primary Owner Address 2                    |
| <input type="text" value="220 Locust Avenue"/>     | <input type="text" value="NONE"/>          |
| Primary Owner City                                 | Primary Owner State                        |
| <input type="text" value="Anthill"/>               | <input type="text" value="MO - Missouri"/> |
| Primary Owner ZIP                                  | Primary Owner Social Security#             |
| <input type="text" value="65488"/>                 | <input type="text" value="000-00-0001"/>   |
| Primary Owner (% of Ownership)                     | Primary Owner DOB                          |
| <input type="text" value="100"/>                   | <input type="text" value="12/03/1991"/>    |

I accept the [Terms and Conditions](#).

# BUSINESS INFORMATION

## WHAT INFORMATION IS NEEDED?

- Business Name
- DBA/Doing Business As  
NOTE: Please enter NONE if your business does not have a DBA
- Business EIN
- Business Phone Number:  
Please enter the business phone number in this format: xxx-xx-xxxx (Example: 123-456-7890)
- Business Type
- State of Incorporation
- Business Address
- Date Business Established
- Business Website
- Rent/Own Business Location
- What Does Your Business Do?
- What Type of Business is it?
- Tell us More?
- NAICS Code

Business Information:

|   |   |  |  |
|---|---|--|--|
| Business Name<br>Test Company   | DBA (Doing Business As)-[ Note -If no DBA type NONE ]<br>NONE |  |  |
| Business EIN (Only digits, Cannot contain Special Characters or Spaces)<br>00000000 | Business Phone #<br>123-456-7890                              |  |  |
| Business Type<br>Corporation  | State of Incorporation<br>MO - Missouri                       |  |  |
| Business Address<br>220 Locust Avenue   | Business Address 2<br>NONE                                    |  |  |
| City<br>Anthill   | County<br>Test  | State<br>MO - Missouri   |  |
| ZIP<br>65488  | Date Business Established<br>04/23/2012                       | Business Website URL - (If no website type none.com)<br>none.com |  |
| Do you Rent/Own your Business Location?<br>Rent                                     | Amount of Rent/Mtg<br>2000                                    |  |  |
| Who Is Your Customer Base?<br>B2C   | What Does Your Business Do?<br>Sells Products                 | What Type of Business is it?<br>Retail Trade                     | Tell us More?<br>Apparel and accessory                           |
| NAICS CODE<br>000000  | <a href="#">Click here to find your NAICS CODE</a>            |  | <input checked="" type="checkbox"/> I accept the SMS/Text Policy |

# BUSINESS DATA FOR LOAN

## WHAT INFORMATION IS NEEDED?

- Purpose of the Loan
- Amount Requested
- Will This loan Create More Jobs?
- # of Current Employees
- # of Jobs to be Created (During 2021)
- # of Jobs Retained
- Average Monthly Payroll
- Women Owned Business?
- Veteran?
- Disabled?
- Race
- Ethnicity
- Franchise
- Current SBA Economic Injury Disaster Loan Balance (Enter 0 if you did not receive an EIDL)
- Rural?
- 10KSB Scholar / Alumni
- Do 50% or more of your employees earn less than \$51,859?

Business Data For Loan:

|                                |   |   |                                   |
|--------------------------------|---|---|-----------------------------------|
| Purpose of the Loan<br>Payroll | Amount Requested<br>100000                              | Will This Loan Create More Jobs?<br>No                        |                                   |
| # of Current Employees<br>5    | # of Jobs to be Created (during 2021)<br>0              | # of Jobs Retained<br>5                                       | Average Monthly Payroll<br>100000 |
| Woman Owned Business<br>Yes    | Veteran<br>No   | Disabled<br>No  |                                   |
| Race<br>African-American       | Ethnicity<br>Not Hispanic or Latino                     |   |                                   |
| Franchise<br>No                | Current SBA Economic Disaster Injury Loan Balance?<br>0 |   |                                   |
| Rural<br>No                    | 10KSB Scholar / Alumni<br>No                            | Do 50% or more your employees earn less than \$51,859?<br>Yes |                                   |

# DISCLOSURE QUESTIONS


## WHAT INFORMATION IS NEEDED?

### PLEASE COMPLETE FOR PRIMARY OWNER.

- Have you ever been convicted of a crime?
- Are there any legal actions pending against you? (or your spouse)
- Do you have a tax lien?
- Have you exhausted all personal and non-SBA financing options?
- Have you ever defaulted on a government loan? (Including SBA loan)
- Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?
- Does the business have existing SBA debt?
- Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?
- Have you had a 25% revenue drop between 2019 and 2020?
- Did you obtain a PPP loan in 2020?
- Who originated your PPP loan?
- Did you receive a Shuttered Venue Operator grant from SBA?
- Proof of 25% revenue drop 2020
- Period 1 Revenue
- Last Year's Period
- Period 2 Revenue
- PPP First Draw Loan Amount
- PPP First Draw SBA Loan Number
- Economic Injury Disaster Loan Number (if Applicable, 1st draws only, originated before April 3, 2020)
- Refinance of Eligible Economic Injury Disaster Loan (if applicable, 1st draws only, originated before April 3, 2020)

Please answer for the Primary Owner

|   |   |
|---|---|
| Have you ever been convicted of a crime?  | Are there any legal actions pending against you? (or your spouse)   |
| <input type="text" value="No"/>   | <input type="text" value="No"/>   |
| Do you have a tax lien?   | Have you exhausted all personal and non-SBA financing options?  |
| <input type="text" value="No"/>   | <input type="text" value="No"/>   |
| Have you ever defaulted on a government loan? (Including SBA loan)                                    | 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="text" value="No"/>   | <input type="text" value="No"/>   |
| Does the business have existing SBA debt?   | Have you submitted a loan request to SBA or any other agency or financial institution in connection with Covid-19?                              |
| <input type="text" value="No"/>   | <input type="text" value="No"/>   |
| Have you had a 25% revenue drop between 2019 and 2020?  | Did you obtain a PPP loan in 2020?  |
| <input type="text" value="Yes"/>  | <input type="text" value="No"/>   |
| Who originated your PPP loan?   | Did you receive a Shuttered Venue Operator grant from SBA?  |
| <input type="text" value="Did not obtain a PPP loan"/>  | <input type="text" value="No"/>   |
| Proof of 25% revenue drop 2020  | Period 1 Revenue  |
| <input type="text" value="Annual"/>   | <input type="text" value="100000"/>   |
| Last Year's Period  | Period 2 Revenue  |
| <input type="text" value="Q1"/>   | <input type="text" value="100000"/>   |
| PPP First Draw Loan Amount  | PPP First Draw SBA Loan Number  |
| <input type="text" value="0"/>  | <input type="text" value="0"/>  |
| Economic Injury Disaster Loan Number (If Applicable, 1st draws only, originated before April 3, 2020) | Refinance of Eligible Economic Injury Disaster Loan (if applicable, 1st draws only, originated before April 3, 2020)                            |
| <input type="text" value="0"/>  | <input type="text" value="0"/>  |

I'm not a robot 

# CONFIRMATION MESSAGE

## INSTRUCTIONS

You will receive a confirmation message once you have completed your application.

Following the instructions under "WHAT TO EXPECT NEXT" and sign into the Portal.

Thank you for applying for the **Paycheck Protection Program (PPP) Loan** with Lendistry.

### WHAT TO EXPECT NEXT

**You will receive a separate email containing a username and password to the Portal. Please use the login credentials to complete all the following steps:**

1. Activate and sign into the Portal.
2. Upload all required documents in an acceptable format.
3. Link your bank information so that we can verify your bank statements and set up a direct deposit.
4. Input your payroll calculator.

For step-by-step instructions on how to complete these steps, please [CLICK HERE](#).

# PORTAL ACCOUNT ACTIVATION

## INSTRUCTIONS

Once you have submitted an application, you will receive an email containing your username and password for the Portal to upload documents.

Hi Joseph,

Thank you for applying for a loan with Lendistry!

The link below will take you to our portal and the new account created for Lendistry & Lendistry.


Please use this link to **connect and verify your bank information & upload** any additional documents requested.

Please allow **72 hours** for a sales representative to contact you.

**Clicking the button will activate your account.**

[Click here to log in](#)

New username and password:  
Username: joetest24321@yopmail.com  
Password: jnxw+r\_EGGs



Once you login, you will be prompted to reset your password for your privacy. Your new password must have a minimum of eight characters (1-9, a-z, A-Z), which includes one special character (!@#\$%^&\*).

### RESET YOUR PASSWORD

Show/Hide

Show/Hide

**Note:** Password should contain a minimum of 8 characters with 1 special, 1 letter and 1 numeric.

[SUBMIT](#)



# LOG INTO THE PORTAL

## INSTRUCTIONS

Once logged into the Portal, click “Upload Documents & Bank Info” to submit the required documents and link your bank account.

Loan Application  
#DIR600009015  
Applied for: SBA PPP  
**Pending Document Upload**  
This message will show even if all uploaded items are complete.  
**\$15,000.00**  
Loan Amount  
Your application is being reviewed.

**Upload Documents & Bank Info**

## NAVIGATING THE PORTAL

Once you have logged in, please note the following three tabs:

- 1. Upload Documents
- 2. Bank Info
- 3. Payroll Calculator

ALL THREE must be completed as part of the loan application process.

lendistry

Back to Application List Logout (844) 662-7297

1 2 3 4 5 6

OWNER INFORMATION  
BUSINESS ANALYSIS  
FINANCIAL INFORMATION  
PERSONAL ASSETS  
**UPLOAD DOCUMENT & BANK INFO**  
REVIEW

**UPLOAD DOCUMENTS** BANK INFO PAYROLL CALCULATOR

**COMPLETE ALL THREE TABS**

Your business is a Corporation  
Change business type Corporation

Please upload the items listed below:

| Item  | Status  |
|---|---------|
| Proof of Payroll 1/1/19_12/31/19  | Pending |
| proof of Payroll 1/1/20_2/15/20   | Pending |
| Proof of Group Health Insurance (if any)                                    | Pending |
| Proof of Retirement   | Pending |
| Proof of State & Local Taxes  | Pending |
| Form 940  | Pending |
| Form 941 Q1 2019  | Pending |
| Form 941 Q2 2019  | Pending |
| Form 941 Q3 2019  | Pending |
| Form 941 Q4 2019  | Pending |
| Authorized Representative Photo ID  | Pending |
| Corporate Documents (Articles of Incorporation or Articles of Organization) | Pending |

Please upload document for proof of payroll 1/1/19\_12/31/19

BROWSE...

UPLOAD DOCUMENTS

# UPLOADING DOCUMENTS

# UPLOADING DOCUMENTS

## INSTRUCTIONS

Please be sure that your business type is listed correctly. Note: File size should be less than 15mb.

1. Select a document item from the list labeled "Step 1". **Before you upload a document, you must select it from the list.** For example, if you are uploading the Proof of Retirement, select "Proof of Retirement" from the list. If you are uploading your application, select "SBA PPP Application".
2. Click "**Browse**" to locate the document item on your device.
3. Once you've selected the document from your device, click "**Upload Documents**" to complete the upload.  
**Important Note:** Enter the document password if one is required for access.
4. The status of the document will change from "**PENDING**" to "**COMPLETED**" once it has been successfully uploaded into the Portal.
5. Continue uploading documents until all the required and applicable documents are listed as "**COMPLETED**".

### IMPORTANT NOTE:

**Current Lendistry PPP clients need to submit only the following two documents for the Second Draw** (all other items can be left as "Pending"):

1. PPP Second Draw Borrower Application Form 2483-SD\*
2. Documentation to support 25% reduction in revenue\*

**UPLOAD DOCUMENTS**

UPLOAD DOCUMENTS | BANK INFO | PAYROLL CALCULATOR

Your business is a Corporation

Change business type Corporation **BUSINESS TYPE**

**IMPORTANT NOTE:**  
Current Lendistry PPP clients only need to submit the following two documents for the Second Draw (all other items can be left as "Pending"):

1. PPP Second Draw Borrower Application Form 2483-SD\*
2. Documentation to support 25% reduction in revenue\*

**STEP 2**

Please upload the items listed below:

|   |           |
|---|-----------|
| Proof of Payroll 1/1/19 _ 12/31/19  | COMPLETED |
| Proof of Payroll 1/1/20 _ 2/15/20   | COMPLETED |
| Proof of Group Health Insurance (if any)                                    | COMPLETED |
| Proof of Retirement   | COMPLETED |
| Proof of State & Local Taxes  | COMPLETED |
| Form 940  | COMPLETED |
| Form 941 Q1 2019  | COMPLETED |
| Form 941 Q2 2019  | COMPLETED |
| Form 941 Q3 2019  | COMPLETED |
| Form 941 Q4 2019  | COMPLETED |
| Authorized Representative Photo ID  | COMPLETED |
| Corporate Documents (Articles of Incorporation or Articles of Organization) | COMPLETED |
| Fictitious Business Name (if any)   | COMPLETED |
| SBA PPP Application   | COMPLETED |
| Misc  | Pending   |
| Docs supporting 25% reduction in revenue (for Second Draw Loans ONLY)       | Pending   |
| EIDL Note (if applicable)   | Pending   |
| Existing PPP Note (for Second Draw Loans ONLY)                              | Pending   |
| Bank Info   | Pending   |

**STEP 1**

Please upload document for proof of payroll 1/1/19 \_ 12/31/19

**BROWSE...**

| S.No. | Document Name             | Password(if required) | Delete |
|-------|---------------------------|-----------------------|--------|
| 1     | SBA Loan Application.p... | password              |        |

Note: file size should be less than 15MB.

**UPLOAD DOCUMENTS**

**STEP 3**

# UPLOADING DOCUMENTS

## INSTRUCTIONS

You will be able to see all the files that you have successfully uploaded. They will be listed below the upload field.

### UPLOAD DOCUMENTS

[UPLOAD DOCUMENTS](#) [BANK INFO](#) [PAYROLL CALCULATOR](#)

Your business is a Corporation

Change business type Corporation

**IMPORTANT NOTE:**  
Current Lendistry PPP clients only need to submit the following two documents for the Second Draw (all other items can be left as "Pending"):

1. PPP Second Draw Borrower Application Form 2483-SD\*
2. Documentation to support 25% reduction in revenue\*

Please upload the items listed below:

|   |           |
|---|-----------|
| Proof of Payroll 1/1/19 _ 12/31/19  | COMPLETED |
| Proof of Payroll 1/1/20 _ 2/15/20   | COMPLETED |
| Proof of Group Health Insurance (if any)                                    | COMPLETED |
| Proof of Retirement   | COMPLETED |
| Proof of State & Local Taxes  | COMPLETED |
| Form 940  | COMPLETED |
| Form 941 Q1 2019  | COMPLETED |
| Form 941 Q2 2019  | COMPLETED |
| Form 941 Q3 2019  | COMPLETED |
| Form 941 Q4 2019  | COMPLETED |
| Authorized Representative Photo ID  | COMPLETED |
| Corporate Documents (Articles of Incorporation or Articles of Organization) | COMPLETED |
| Fictitious Business Name (if any)   | COMPLETED |
| SBA PPP Application   | COMPLETED |
| Misc  | Pending   |
| Docs supporting 25% reduction in revenue (for Second Draw Loans ONLY)       | Pending   |
| EIDL Note (if applicable)   | Pending   |
| Existing PPP Note (for Second Draw Loans ONLY)                              | Pending   |
| <a href="#">Bank Info</a>   | Pending   |
| <a href="#">Payroll Calculator</a>  | Pending   |

Please upload document for proof of payroll 1/1/19 \_ 12/31/19

[BROWSE...](#)

| S.No. | Document Name            | Password(if required)    | Delete |
|-------|--------------------------|--------------------------|--------|
| 1     | SBA Loan Application.pdf | <input type="password"/> |        |

Note: file size should be less than 15MB.

[UPLOAD DOCUMENTS](#)

| Title                  | Document Name | Preview | Delete |
|------------------------|---------------|---------|--------|
| Business Bank State... | UPLOAD TEXT   |         |        |
| Business Tax Returns   |               |         |        |
| Balance Sheet          | download12    |         |        |
| Closure Document       | PDF 28 JAN 5  |         |        |

**UPLOAD FILES WILL APPEAR HERE**

# LINKING YOUR BANK INFORMATION

# LINK YOUR BANK ACCOUNT

## INSTRUCTIONS

Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements. This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account using the other proceeding methods.

## How to Verify Your Bank Account in Lendistry's Portal via Plaid

UPLOAD DOCUMENTS

UPLOAD DOCUMENTS BANK INFO

Step 1

LINK YOUR BANK ACCOUNT

Linking your bank:

- Tells us where we should deposit your grant
- Expedites your grant
- Verifies your information

Link Your Bank

By linking your bank, you authorize use of your account to process your grant.

Step 2

Where Should we Send Your Funds?

Business Account Name \*

Bank Name \* Street \*

City \* State \*

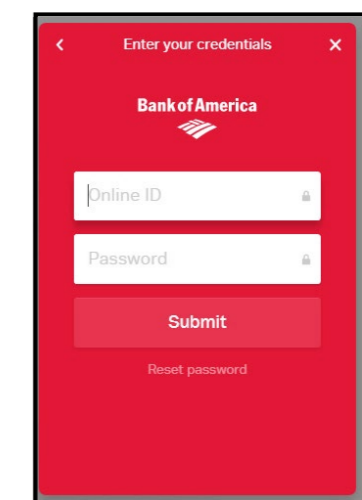
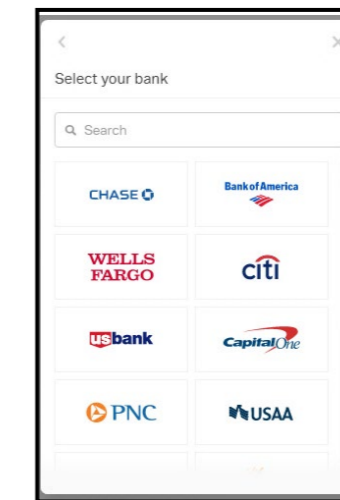
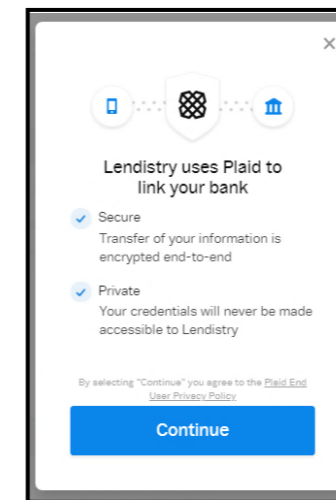
Zip \* Routing Number \*

STEP 1

STEP 2

## STEP 1

- Click on "Link Your Bank Account" to open a window for Plaid.
- Continue through Plaid and locate your banking institution.
- Sign into your online banking account and connect it to Lendistry's Portal.



## STEP 2

- This step must always be completed regardless of the verification method you use.
- Enter your bank information.
- The "Business Account Name" field is NOT your account type. This field is your account name, which must be in the name of your business and listed on your bank statements.
- If your business is a sole proprietor, the bank account can be a personal account, but it must match your name.

UPLOAD PAYROLL CALCULATOR

# COMPLETE PAYROLL CALCULATOR


## INSTRUCTIONS

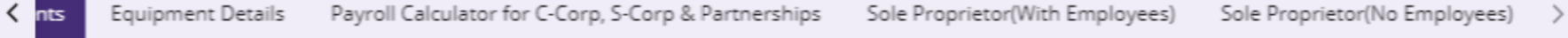
Select the payroll calculator that matches your business type and complete it.

**Sit tight, as we process your application!**

Thanks for providing your information. It takes us between 2-4 days, on average, to process your application. Once complete, we'll send an electronic acceptance packet for you to sign.

**LOAN INFORMATION**

|                 |                     |   |
|-----------------|---------------------|---|
| Loan Amount     | Term                |  |
| Monthly Payment | IN PROGRESS         |   |
| IN PROGRESS     | Interest Rate (APR) |   |
|                 | IN PROGRESS         |   |

 < **nts** Equipment Details Payroll Calculator for C-Corp, S-Corp & Partnerships Sole Proprietor(With Employees) Sole Proprietor(No Employees) >

You have not uploaded any document.

**HIDE DETAILS**



# PAYROLL CALCULATOR

## WHAT BUSINESS TYPE?

- Corporation
- S-Corp
- Partnerships

nts Equipment Details **Payroll Calculator for C-Corp, S-Corp & Partnerships** Sole Proprietor(With Employees) Sole Proprietor(No Employees) >

**PAYCHECK PROTECTION PROGRAM**  
Payroll Calculator for C-Corp, S-Corp & Partnerships

Company Name test

Period Represented From: mm/dd/yyyy - To: mm/dd/yyyy

| EMPLOYEE NAME   | WAGES   |                             |
|---|---|-----------------------------|
|   | Gross Wages (TOTAL)<br><small>**Only numeric and upto 2 decimal value can be accept</small> | Gross Wages(100k Cap)       |
| <input type="checkbox"/> <input type="text"/>             | \$ <input type="text"/>   | \$ <input type="text"/>     |
| <b>ADD NEW EMPLOYEE</b>                                   |   |                             |
| <b>TOTAL</b>  | \$ <input type="text"/>   | \$ <input type="text"/>     |
| Annual Group Health Insurance                             |   | \$ <input type="text"/>     |
| Annual Retirement Benefit Costs                           |   | \$ <input type="text"/>     |
| State Unemployment & Local Taxes on Employee Compensation |   | \$ <input type="text"/>     |
| 1065 K-1 (Max \$100,000)                                  | 14a \$ <input type="text"/>   | 179 \$ <input type="text"/> |
|   | <b>TOTAL PAYROLL</b>  | \$ <input type="text"/>     |
| EIDL - Economic Injury Disaster Relief Loan:              |   | \$ <input type="text"/>     |
| <b>SUBMIT</b>   |   |                             |

PPP loans covers 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 a 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 |
| 6 | 1065 K-1   |

LOAN VALUE WILL BE DETERMINED BASED ON INFORMATION PROVIDED

# PAYROLL CALCULATOR

## WHAT BUSINESS TYPE?

- Sole Proprietor WITH EMPLOYEES
- You can choose to use Net Profit – Schedule C line 31 or Grosse Revenue – Schedule C line 7 minus line 14, 19 and 26

nts Equipment Details Payroll Calculator for C-Corp, S-Corp & Partnerships **Sole Proprietor(With Employees)** Sole Proprietor(No Employees) >

**PAYCHECK PROTECTION PROGRAM**  
**LOAN CALCULATOR - SOLE PROPRIETOR - WITH EMPLOYEES**

**Maximum Loan Amount**

|   | Net Profit  | Net Profit              |
|---|---|-------------------------|
|   | <small>**Only numeric and upto 2 decimal value can be accept</small>                  | (100k cap)              |
| <b>Payroll Costs:</b>   |   |                         |
| Net Profit - 2019 1040 with Schedule C Line 31                      | \$ <input type="text"/>   | \$0                     |
| <b>2019 Gross Wages &amp; Tips paid to employees</b>                |   |                         |
| 2019 IRS Form 941 (line 5c-column 1):                               |   | Qtrly Wages             |
|   | Jan - Mar 2019  | \$ <input type="text"/> |
|   | Apr - Jun 2019  | \$ <input type="text"/> |
|   | July - Sept 2019  | \$ <input type="text"/> |
|   | Oct - Dec 2019  | \$ <input type="text"/> |
|   | Total 2019 Wages  | \$0                     |
| <b>Deductions:</b>  |   |                         |
|   | Amount paid to any individuals above \$100k in 2019                                   | \$ <input type="text"/> |
|   | Amount paid to any individual(s) who principal place of residents is outside the U.S. | \$ <input type="text"/> |
|   |   | \$0                     |
|   | Total 2019 Eligible Wages & Tips  | \$0                     |
|   | Health Insurance Contributions - Form 1040 Schedule C Line 14                         | \$ <input type="text"/> |
|   | Retirement Contributions - Form 1040 Schedule C Line 19                               | \$ <input type="text"/> |
|   | State Unemployment Tax Act (SUTA) - from state quarterly wage report forms            | \$ <input type="text"/> |
|   | Total Eligible Payroll Cost 2019  | \$0                     |
|   | Total Average Monthly Cost  | \$0                     |
|   |   | \$2.5                   |
|   | Total Payroll Loan Value  | \$0                     |
| <b>EIDL - Economic Injury Disaster Relief Loan (if applicable):</b> |   |                         |
|   | Outstanding Amount, less any "advance" under an EIDL COVID-19 loan                    | \$ <input type="text"/> |
|   | Subtotal a)   | \$0                     |
|   | MAXIMUM LOAN AMOUNT [Lesser of a) or \$10,000,000]                                    | \$0                     |
|   | BORROWER REQUESTED AMOUNT (From PPP Application)                                      | \$ <input type="text"/> |
|   |   | <b>SUBMIT</b>           |

**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).   |
| 4 | Proof of Operation February 15th, 2019 - Invoice, bank statement, payroll report or book of record.   |
| 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

# PAYROLL CALCULATOR

## WHAT BUSINESS TYPE?

- Sole Proprietor NO EMPLOYEES
- You can choose to use Net Profit – Schedule C line 31 or Grosse Revenue – Schedule C line 7 minus line 14, 19 and 26

Equipment Details Payroll Calculator for C-Corp, S-Corp & Partnerships Sole Proprietor(With Employees) **Sole Proprietor(No Employees)**

**PAYCHECK PROTECTION PROGRAM**  
**LOAN CALCULATOR - SOLE PROPRIETOR - NO EMPLOYEES**

| Maximum Loan Amount   |  |                         |
|---|--|-------------------------|
|   | Net Profit   | Net Profit              |
|   | Net Profit   | Net Profit              |
|   | (100k cap)   | Monthly                 |
| <b>Payroll Costs:</b>   |  |                         |
| Net Profit - 2019 Form 1040 Schedule C Line 31                      | \$ <input type="text"/>                            | \$0                     |
|   |  | \$2.5                   |
|   |  | \$0                     |
| <b>EIDL - Economic Injury Disaster Relief Loan (if applicable):</b> |  |                         |
| Outstanding Amount, less any "advance" under an EIDL COVID-19 loan  |  | \$ <input type="text"/> |
|   | Subtotal a)  | \$0                     |
|   | MAXIMUM LOAN AMOUNT [Lesser of a) or \$10,000,000] | \$0                     |
|   | BORROWER REQUESTED AMOUNT (From PPP Application)   | \$ <input type="text"/> |
|   |  | <b>SUBMIT</b>           |

**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