

Dear Business Owner,

Thank you for your consideration of Marquette Savings Bank to process a Paycheck Protection Program (PPP) application. To better serve you and to assist us in expediting your potential application, we will need the following items

1. Payroll tax form 941 for all four quarters of 2019. Form 940 for 4th quarter of 2019.
2. PA unemployment tax forms for all 4 quarters of 2019.
3. Proof of employer portion of health insurance payments and retirement contributions (the employer portion only; not amount withheld from employees).
4. If you are a **Partnership**, in addition to items listed for #1, we will also need a copy of 2019 K-1.
5. If you are a **Sole Proprietor** - we need copy of 2019 Schedule "C"; we cannot accept a Schedule C for 2018. If we only receive a Schedule C for 2018, we will NOT be able to process an application for you.
6. Business Activity Code/NAICS Code for the business (found on the tax return for the business).
7. The date the business was started.
8. For us to streamline the closing process, as well as to protect your safety and the safety of our colleagues during the Stay in Place order in Erie and Crawford counties, we will issue documentation via DocuSign. Therefore, we will need to know the 1) Name; 2) Officer Title, and 3) Email address of all required signors. We recognize that SBA Form 2483 requires you to list anyone that has 20% or more ownership in the company. That does not necessarily mean all those individuals are required to sign documents of behalf of the Borrower. Please provide the information of Name, Title, and email address for the required signors, ONLY.
9. Marquette will only fund into a Marquette Business checking account. If you do not presently have an account in the name of the Business on the application, we cannot process your application. To open an account, the following information is required for New to bank businesses:

Authority Document Requirements

C, S or Non-Profit Corp -

Articles of Incorporation (filed through the state) or Board Meeting Minutes
By-Laws (legal document outlining authority)

Partnership -

State filed document (can be verified through PA corp search)
Partnership Agreement (legal document outlining authority)

LLC and LLP -

Certificate of Organization (filed through the state)
Operating Agreement (legal document outlining authority)

Non-Profit Organization -

Letter of Intent/meeting minutes

Without the required information we will not be able to qualify you for the proper loan amount, which means we will not be able to process your PPP application.

Thank you,
Marquette Savings Bank