

Client Checklist

1. Please make certain you have thoroughly reviewed the PPP Second Draw loan application and instructions.
2. Complete the PPP Second Draw Borrower Application SBA Form 2483-SD (1/21)
 - a. If using 2019 Payroll data for this Application and the loan request is not identical to your PPP 1 loan amount, then please provide a brief explanation to your banker when submitting your loan application
3. If using 2020 payroll data, please submit all required payroll data. Please see attached checklist for more supporting payroll detail.
4. Can you certify that you have (or will have) spent all PPP1 monies on eligible expenses prior to PPP2 funding?
5. Can you ascertain that you meet the 25% Revenue reduction as outlined Economic Aid IFR
 - a. If loan request is under \$150,000, supporting documentation to validate revenue reduction is not required at time of application; HOWEVER, such supporting documentation will be required to be submitted at time of application for forgiveness
 - b. If loan request is \$150,000 and greater, you MUST provide supporting documentation at the time of application. The bank will not submit your PPP2 request until we have a complete application.
6. Supporting documentation regarding the 25% revenue reduction
 - a. Reduction will be based on “Calendar quarters” only. We cannot accept a 3-month non-quarter time period (i.e. a 25% reduction in revenues during the months of May, June and July does not constitute a calendar quarter.
 - b. Supporting documentation (suggestions) – calendar quarter
 - i. Quarterly QuickBooks of Profit & Loss at a minimum Please include a complete balance sheet of same date, if available). We will not accept anything hand written.
 - ii. If financial statements are not available then consider Bank Statements, bank receipts (in excel format; comparing year over year. (YoY)
 - c. If **Federal Income Tax Return (FITR)** is the supporting documentation, please provide complete FITR for 2019 and 2020
7. You have less than 300 employees
8. Have any new Authority documents (i.e. change in Officers/Titles) been executed since origination of PPP1 loan?
 - a. If yes, please provide current set of Authority documents.
9. Has the number of signors to execute loan documents changed since the last PPP 1 loan was executed?
 - a. If yes, please provide Names, titles and email addresses of new signors.

PPP Borrower's Application Checklist (if submitting 2020 payroll records)

1. Payroll tax forms 941 and 940 for all 4 quarters of 2020.
2. PA unemployment tax forms (UC-2) for all 4 quarters of 2020.
3. Proof of employer portion of health insurance payments (Line 14 on Schedule C) and retirement contributions (Line 19 on Schedule C).
4. If you are a **Partnership** - then in addition to items listed for #1 and #2, we will also need a copy of 2020 K-1.
5. If you are a **Sole Proprietor** - then we need copy of 2020 Schedule "C." Your 2020 tax return does not have to be filed with the IRS, but your 2020 schedule C that will be filed must be completed and submitted with your application.
6. 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.
7. 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.