

*Simply First...*



# Paycheck Protection Program

## SBA CARES Act Relief Program Details

**First Bank Elk River**

The Paycheck Protection Program provides small businesses with funds to pay up to 8 weeks of payroll costs including benefits. Funds can also be used to pay interest on mortgages, rent, and utilities.

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. Must Keep Employees on the Payroll—or Rehire Quickly.

**Becky A. Wiehoff**

**First Bank Elk River**

SBA Preferred Lender  
812 Main Street NW  
Elk River, MN 55330

Office: 763-241-3604  
Cell: 612-669-9449  
Email: [bwiehoff@elkriver.bank](mailto:bwiehoff@elkriver.bank)  
NMLS# 1880164



812 Main Street, Elk River, MN 55330  
Ph 763.241.3637 • [www.ElkRiver.Bank](http://www.ElkRiver.Bank)

# PPP Forgivable Loan Application Process

**The Paycheck Protection Program (“PPP”) authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. All loan terms will be the same for everyone. The loan amounts will be forgiven as long as:**

- **The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made; and**
- **Employee and compensation levels are maintained. Payroll costs are capped at \$100,000 on an annualized basis for each employee. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs.**

## **Information Required to Apply:**

- Copies of payroll tax reports file with the IRS (including Forms 941, 940, or W2/1099’s, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available).
- Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company.
- .Verification of the company retirement plan funding paid for by the company for 2019.
- Verification of the number of employees and payroll incurred in 2019 (or alternative period February 15-June 30, 2019, or new business period January 1-February 29, 2019), separately identifying employees in excess of \$100,000.00.
- Documentation of SUTA taxes paid (Minnesota Unemployment Report or Quarterly Filings).
- If not on file for any owner greater than 20%, copies of Driver's License sufficient to complete the Beneficial Owner Certification (and Beneficial Ownership Form).
- PPP Loan Application (separate attachment).
- Summary of eligible payroll expense on either annual or monthly form (separate attachment).



## PAYCHECK PROTECTION PROGRAM (PPP) INFORMATION SHEET:

**When can I apply?** TODAY! Starting April 3, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through First Bank Elk River a preferred SBA lender. Starting April 10, 2020, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses.

**What do I need to apply?** You will need to complete the Paycheck Protection Program loan application and submit the application with the required payroll documentation to First Bank Elk River to process your application by June 30, 2020.

**How long will this program last?** Although the program is open until June 30, 2020, we encourage you to apply as quickly as you can because there is a funding cap and the bank and SBA need time to process your loan.

**What can I use these loans for?** You should use the proceeds from these loans on your:

- Payroll costs, including benefits;
- Interest on mortgage obligations, incurred before February 15, 2020;
- Rent, under lease agreements in force before February 15, 2020; and
- Utilities, for which service began before February 15, 2020.

**What counts as payroll costs?** Payroll costs include:

- Salary, wages, commissions, or tips (capped at \$100,000 on an annualized basis for each employee);
- Employee benefits including costs for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payments required for the provisions of group health care benefits including insurance premiums; and payment of any retirement benefit;
- State and local taxes assessed on compensation; and
- For a sole proprietor or independent contractor: wages, commissions, income, or net earnings from self-employment, capped at \$100,000 on an annualized basis for each employee.

**How large can my loan be?** Loans can be for up to two months of your average monthly payroll costs from the last year plus an additional 25% of that amount. That amount is subject to a \$10 million cap. If you are a seasonal or new business, you will use different applicable time periods for your calculation. Payroll costs will be capped at \$100,000 annualized for each employee.

**How much of my loan will be forgiven?** You will owe money when your loan is due if you use the loan amount for anything other than payroll costs, mortgage interest, rent, and utilities payments over the 8 weeks after getting the loan. Due to likely high subscription, it is anticipated that not more than 25% of the forgiven amount may be for non-payroll costs. You will need to repay all or part of your loan if you do not maintain your staff and payroll.

- Number of Staff: Your loan forgiveness will be reduced if you decrease your full-time employee headcount.
- Level of Payroll: Your loan forgiveness will also be reduced if you decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
- Re-Hiring: You have until June 30, 2020 to restore your full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020.

**How can I request loan forgiveness?** You can submit a request to the lender that is servicing the loan. The request will include documents that verify the number of full-time equivalent employees and pay rates, as well as the payments on eligible mortgage, lease, and utility obligations. You must certify that the documents are true and that you used the forgiveness amount to keep employees and make eligible mortgage interest, rent, and utility payments. The lender must make a decision on the forgiveness within 60 days.

**What is my interest rate?** 1.00% fixed rate.

**When do I need to start paying interest on my loan?** All payments are deferred for 6 months; however, interest will continue to accrue over this period.

**When is my loan due?** In 2 years.

**Can I pay my loan earlier than 2 years?** Yes. There are no prepayment penalties or fees.

**Do I need to pledge any collateral for these loans?** No. No collateral is required.

**Do I need to personally guarantee this loan?** No. There is no personal guarantee requirement. \*\*\*However, if the proceeds are used for fraudulent purposes, the U.S. government will pursue criminal charges against you.

**What do I need to certify?** As part of your application, you need to certify in good faith the items on the application.

