

Second Draw PPP OVER \$150,000 Supporting Documentation

To accurately and efficiently process your PPP loan request we ask that you please complete the application in its entirety and provide all documentation outlined below.

If the application is incomplete it will be returned and delay processing.

EXISTING FIRST CITRUS BANK CLIENT PLEASE PROVIDE THE BELOW

1. Completed PPP application (all fields), initialed (all fields) and signed – Please use Second Draw Borrower PPP Application Form
2. 2020 Year-end Payroll Records including detail of compensation for each employee
3. IRS 941 Form for 2020 year-end or for each quarter in 2020.
4. Reduction in Gross Sales of 25% box is filled on the application with adequate backup info (supplying - company or accountant prepared quarterly profit & loss statements)
5. 2020 Schedule C for Sole Proprietors, Independent Contractors and Self-Employed Individuals

NEW FIRST CITRUS BANK CLIENT PLEASE PROVIDE THE BELOW

1. Completed PPP application (all fields), initialed (all fields) and signed – Please use Second Draw Borrower PPP Application Form
2. 2020 Year-end Payroll Records including detail of compensation for each employee
3. IRS 941 Form for 2020 year-end or for each quarter in 2020.
4. Reduction in Gross Sales of 25% box is filled on the application with adequate backup info (supplying - company or accountant prepared quarterly profit & loss statements)
5. Company's most recent filed corporate tax return
6. Copy of driver's license for each owner over 20%
7. Entity formation
 - a. Articles/certificate of incorporation and bylaws; articles of organization and operating agreement; partnership agreement and filed partnership certificate; trustee certification; or trade name certificate (DBA)
8. 2020 and 2019 Schedule C for Sole Proprietors, Independent Contractors and Self-Employed Individuals

This is per the information and guidance we have received from the SBA and is subject to updates and clarification as more details are distributed.

Thank you!