

## **SBA PPP APPLICATION INSTRUCTIONS**

The SBA Payroll Protection Program (“PPP”) loan program can be initiated by providing your information and document through an online portal.

### **STEP 1: DOCUMENTATION COLLECTION**

Gather the following documentation, complete the applicable forms, and scan the documents in a format (pdf preferred) that can be uploaded to the application portal:

#### **LIST OF REQUIRED DOCUMENTATION**

1. ARTICLES OF INCORPORATION/ORGANIZATION (CORPORATIONS) or BYLAWS/OPERATING AGREEMENT (LLCS) or BUSINESS LICENSE (SOLE PROPRIETORSHIPS)
2. COMPLETED PAYROLL PROTECTION PROGRAM APPLICATION FORM
3. 2019 IRS QUARTERLY 940, 941 OR 944 PAYROLL TAX REPORTS
4. 2019 PAYROLL REPORT (INCLUDING PAYROLL TAXES AND NUMBER OF EMPLOYEES) FOR CALENDAR YEAR 2019 or 2020 PAYROLL REPORT FROM JANUARY 1, 2020 TO FEBRUARY 29, 2020 (NEW BUSINESSES ONLY)
5. DOCUMENTATION SHOWING TOTAL OF ALL HEALTH INSURANCE PREMIUMS PAID BY THE COMPANY OWNER(S) UNDER A GROUP HEALTH PLAN. INCLUDE ALL EMPLOYEES AND THE COMPANY OWNERS
6. DOCUMENT THE SUM OF ALL RETIREMENT PLAN FUNDING THAT WAS PAID BY THE COMPANY OWNER(S) (DO NOT INCLUDE FUNDING THAT CAME FROM EMPLOYEES OUT OF THEIR PAYCHECK DEFERRALS).
7. COMPLETED PAYROLL CALCULATOR WORKSHEET
8. LIST OF ALL EMPLOYEES WITH ANNUAL SALARY OR COMPENSATION IN EXCESS OF \$100,000
9. COPY OF FRONT AND BACK OF DRIVERS LICENSE OR PASSPORT FOR ALL AUTHORIZED SIGNERS OF BUSINESS
10. SCHEDULE OF ANY SUPPLEMENTARY FACTS OR ANSWERS AS REQUESTED IN THE APPLICATION

### **STEP 2: ACCOUNT CREATION**

<https://mbfs.force.com/customers>

- Directly under “Log In” click on New Customer? Sign Up
- What product are you interested in? Select SBA
- Enter First Name, Last Name, Email, and Mobile information
- Select Continue
- You will receive a notice that says “Check your email for a link to the application” (Note: the email will be coming from Salesforce so please check your junk or spam folder if you do not receive it within a few minutes)

### **STEP 3: ENTER APPLICATION INFORMATION**

- From your email, select the link or button to apply for a loan
- You will jump to your browser and be prompted to “Create a Password”
- Once a password is created you will walk through the application process
- Request section:
  - Loan Amount: Please enter an estimated loan amount based on eligibility guidelines above. Our intention is to provide a loan amount to the fullest extent eligible.
  - Loan Purpose: Enter “PPP loan program”
  - Are you affiliated with a Credit Union? If yes, please enter the credit union you desire to fund the loan
- Your Business section:
  - Legal Business Name: This is the corporate name of the operating small business or non-profit
  - Annual Revenue: estimated 2019 revenue
  - Tax Identification Number
  - Legal Entity Type
  - Where is your business located? Billing and physical address
- Personal Info section:
  - Role: Select either Owner, Co-Owner, or Partner
  - Social Security Number (of owner/partner)
  - Contact Information: Enter home and personal mailing address
  - Answer Yes/No to Legal Information questions
- Borrowers & Guarantors:
  - Select “Skip.” All PPP loans will be made to only one entity and will not require a personal guarantee, co-borrowers, or collateral.
- Review and Submit
  - Review the section under “Does everything look right?”
  - Click authorization box
  - Select “Submit Application”

#### **STEP 4: UPLOAD DOCUMENTS**

- You will be taken to a summary screen about next steps in the process along with a follow-up email. Select “Go To Dashboard.”
- Either through the email confirmation or through the application portal you will be at the mail dashboard.
- Under the To-Do List there is an “Upload Documents” section. Members applying for the PPP loan can ignore the requests under this section.
- In the “Additional Documents” section, you have the option to upload documents either by “drag & drop” or browsing your computer for the electronic version of the documents.
- Upload the following documents to the Additional Documents:

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- When all documents have been uploaded please send a follow-up email to your credit union contact. Please understand that processing cannot begin on your application until all required documents are completed

### **STEP 5: LOAN PROCESSING & CLOSING**

- Credit union will begin processing loan request, verify eligibility, and coordinate with business to arrange closing.