



Supplemental Application Requirements Second Draw Paycheck Protection Program

Required minimum supporting information/documentation:

For loans over \$150,000 document must be submitted at time of Second Draw application.

For loans \$150,000 and under the borrower has until Forgiveness time to provide documentation.

Verification of 25% Reduction in revenues

Attach breakdown of type of income for the quarters in 2019 and 2020 (See section “Instructions for completing this form” on PPP Application. Add costs of goods to income, if applicable)

If using the Alternate method by comparing 12 months of 2019 vs 12 months of 2020 to verify a 25% reduction, attach Federal Taxes for 2019 and 2020.

Complete steps below to calculate percent reduction. Percentage of Reduction must be 25% or greater.

Step 1) Enter Gross Receipts 2019 Q	\$ _____
Enter Gross Receipts 2020 Q	\$ _____
subtract 2020 Q from 2019 Q	\$ _____
	(Reduction in Sales)

Step 2) Enter Gross Receipts 2019 Q from above	\$ _____
Enter Reduction in Sales from above	\$ _____
Divide Reduction in Sales by Gross Receipts in 2019	_____ %

Average Monthly Payroll

Attach verification of payroll costs used to calculate average monthly payroll:

- Form 941 (or other tax forms containing similar information) and
- State quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever you used to calculate loan amount), or equivalent payroll processor records
- Evidence of any retirement and health insurance contributions if included in calculations.
- A payroll statement or similar documentation from the pay period that covered February 15, 2020 must be provided to establish you were in operation on February 15, 2020
- Sheet with calculations used to calculate average monthly payroll: (list categories as applicable, payroll, health insurance, retirement contributions,