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The [Paycheck Protection Program](#) is expected to launch either Thursday April 2nd or Friday April 3rd. The below information can help prepare for what information will need to be gathered in order to enroll.

- **PLEASE NOTE: Banks are expecting large volumes of enrollments. The more prepared and earlier you enroll the faster you will receive the loan.**
1. **Begin gathering the following information (helpful for enrollment process)**
 - a. 2019 Payroll Tax Reports (2018 if 2019 has not been filed)
 - b. Monthly Payroll reports for a 12-month period (include most recent); should include the following
 - i. Gross wages for each employee, including officer(s) if paid W-2 wages.
 - ii. Paid time off for each employee
 - iii. Vacation pay for each employee
 - iv. Family medical leave pay for each employee
 - v. State and local taxes assessed on an employee's compensation
 - c. 1099s for independent contractors for 2019
 - d. Documentation with health insurance premiums paid by the company owner(s) under a group health plan.
 - i. Include both employees and owners
 - e. Documentation of the sum of all retirement plan funding that was paid by the company owner(s) (does not include funding that came from the employees out of their paycheck deferrals).
 - i. Include both employees and owners
 - ii. Include 401K plans, Simple IRA, SEP IRAs.
 2. **Fill out the [Paycheck Protection Program - Application Form](#) provided by the [SBA](#)**
 3. **Identify and contact your preferred SBA lender to enroll**
 - a. If your local bank is not an SBA preferred lender, these large national banks have already (or are in progress) of setting-up online portals for the PP Program
 - i. US Bank: <https://apply.usbank.com/applications/business/InquiryForm>
 - ii. JP Morgan Chase: <https://recovery.chase.com/cares>
 - iii. TD Bank: <https://www.td.com/us/en/personal-banking/COVID-19>
 - iv. PNC Bank: <https://www.pnc.com/en/customer-service/coronavirus-update>
 - v. Wells Fargo: <http://update.wf.com/coronavirus/paycheckprotectionprogram>
 4. **Here is what to expect when contacting the bank**
 - a. Each bank (both local and national) will likely have their own online portal and unique application
 - b. You should be prepared to fill out the bank's application form along with the SBA application form
 - c. You may need to provide an SBA Franchise Identifier Code
 - i. Better Homes and Gardens Real Estate: S3096
 - ii. Century 21: S2140
 - iii. Coldwell Banker: S2158
 - iv. Corcoran: S4249

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- v. ERA Real Estate: S3095
- vi. Sotheby's International Realty: S2742
- d. It's assumed that your bank will file your SBA application directly with the SBA on your behalf
- e. Banks are suggesting that loans may be issued same day
- f. Experts suggest this initial funding will run out due to massive demand; we urge you to apply and contact your bank ASAP