

First Draw PPP Loan

Eligibility:

- Must have been in business on 2/15/2020 unless borrower is a seasonal employer.
- Seasonal Employers must have been in business during a 12-week period between 2/15/2019 and 2/15/2020.
- Have fewer than 500 employees (with affiliates if applicable)
- Small business including nonprofits, veterans' organizations, tribal concerns, self-employed individuals, sole proprietorships, and independent contractors, businesses with a NAICS Code that begins with 72 (Accommodation and Food Services sector) or eligible news organizations with no more than 500 employees per physical location, as well as housing cooperatives, 501(c)(6) organizations, or destination marketing organizations with no more than 300 employees.

Required Documentation

Documentation for Employee Payroll Costs:

- Quarterly Form 941 (or other tax forms containing similar information) for each quarter in 2019 or 2020 (whichever was used to calculate your loan amount) or equivalent payroll processor records;
- State quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020 (whichever was used to calculate your loan amount);
- Evidence of employer paid health insurance contributions;
- Evidence of employer paid retirement contributions; and
- A payroll statement or similar documentation from the pay period that covered 2/15/2020 MUST be provided to establish borrower was in operation on 2/15/2020.

NOTE: If Quarterly Form 941s are provided for each quarter in the year elected for the loan amount calculation, you must provide detail of the annual amount paid to each individual employee to verify the amount in Step 2 of the loan amount calculation. Acceptable items include W-2s or an annual payroll journal that shows gross pay for each individual employee that when total matches the amounts included on the Form 941s for the year.

In place of the Form 941s, a W-3 and the W-2s will be accepted.

Contract Labor is **not eligible** to be included in your payroll cost calculation.

Documentation for Schedule C filers:

- 2019 or 2020 (whichever was used to calculate your loan amount) Form 1040 Schedule C;
- 2019 or 2020 (whichever was used to calculate your loan amount) Form 1099-MISC detailing non-employee compensation received (Box 7), invoice, bank statement, or book of record that establishes self-employment; and
- A 2020 invoice, bank statement, or book of record to establish borrower was in existence on or around 2/15/2020.
- If the business also pays employees, include documentation required in the employee section.

Documentation for Schedule F filers:

- 2019 or 2020 (whichever was used to calculate your loan amount) Form 1040 Schedule F;
- 2019 or 2020 (whichever was used to calculate your loan amount) Form 1099-MISC detailing non-employee compensation received (Box 7), invoice, bank statement, or book of record that establishes self-employment; and
- A 2020 invoice, bank statement, or book of record to establish borrower was in existence on or around 2/15/2020.
- If the business also pays employees, include documentation required in the employee section.

Documentation for Partnerships or LLCs who file on Form 1065:

- 2019 or 2020 (whichever was used to calculate your loan amount) K-1s for each partner or member.
- If the business also pays employees, include documentation required in the employee section.

Information for Seasonal Employers:

A borrower is a seasonal employer if it does not operate for more than 7 months in any calendar year or, during the preceding calendar year, it had gross receipts for any 6 months of that year that were not more than 33.33 percent of the gross receipts for the other 6 months of that year. A seasonal employer must determine its maximum loan amount for purposes of the PPP by using the employer's average total monthly payments for payroll for any 12-week period selected by the seasonal employer beginning February 15, 2019 and ending February 15, 2020.

Documentation requirements may vary based on the timeframe elected. If you are a seasonal employer, you may contact the Vision Bank PPP loan team at sbaloans@visionbank.bank for assistance in determining your documentation needs.