

SBA Paycheck Protection Program (PPP) Required Supporting Documentation - Second Time Bangor Savings Bank Applicant -

The following checklist will help you prepare the appropriate supporting documentation for your application. Required documentation varies depending on the borrower's individual situation.

Second Time Applicant Definition

You are a second time PPP applicant if you are applying for a PPP loan for the second time with Bangor Savings Bank.

PROOF OF BUSINESS OPERATION (AS OF FEBRUARY 15, 2020)

- Payroll statement or similar documentation from the pay period that covered February 15, 2020; **or**
- Bank statement, utility bill, rent payment, 2020 invoice, etc. that covers February 15, 2020

PAYROLL DOCUMENTATION

- Corporations (C or S Corps and LLCs) and Non-Profit Organizations:** IRS Form 941 (or other tax forms containing similar information) **for each quarter in 2019 or 2020**, or equivalent payroll processor records along with evidence of any retirement or health insurance contributions (if choosing to include in your payroll figure).
- Partnerships:** IRS Form 1065 for 2019 or 2020, including K-1 statements, and IRS Form 941 (or other tax forms containing similar information) **for each quarter in 2019 or 2020**, or equivalent payroll processor records along with evidence of any retirement or health insurance if choosing to include in your payroll figure).
- Sole Proprietors:** IRS Form 1040, Schedule C, for 2019 or 2020
- Self-Employed Farmers:** IRS Form 1040, Schedule F, for 2019 or 2020

Note for seasonal businesses: A borrower is considered 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 Monthly Payroll" amount for any 12-week period selected by the seasonal employer beginning February 15, 2019, and ending February 15, 2020 and provide payroll documentation as noted above for the selected 12 week period.

AFFILIATE DISCLOSURE

- If Applicant or any owner of the Applicant is an owner of any other business or has common management (including a management agreement) with any other business, complete Affiliate Disclosure attached in Addendum A.

REVENUE DOCUMENTATION - FOR LOANS IN EXCESS OF \$150,000

- Revenue documentation sufficient to demonstrate a reduction in gross receipts in excess of 25% relative to the relevant comparison time period:
 - Tax return for 2019 and/or 2020, **or**
 - Quarterly income statements

ADDENDUM A



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AFFILIATES

Please provide information about any Affiliates of the Borrower that are under common management.

Related Entity	Tax ID	Industry

If space is not sufficient in the Owner or Affiliate sections, or if you have your own schedules, please provide information separately.