

Paycheck Protection Program Application Checklist

Farm Bureau Bank is pleased to participate in the Paycheck Protection Program. To apply, please complete the checklist below and submit the required documents via email to sbaloans@farmbureaubank.com.

Please note, that only complete applications and forms with supporting documents will be processed and businesses may only apply for the program once.

Due to overwhelming demand, the Small Business Administration is taking excess time to process and fund these requests. Once we receive your application, we will provide updates via email. We appreciate your patience.

- Complete the **Paycheck Protection Program Borrower Application Form (p. 1 – 4)**. Questions 5 & 6 on page 1 as well as all certifications on page 2 must be initialed, and the application must be signed by any person with 20% or more ownership or the Individual with Control if there is no one with at least 20% ownership.
- Complete Farm Bureau Bank's **Supplemental Business Information Form (p. 5)**. It must be signed by any person with 20% or more ownership or the Individual with Control if there is no one with at least 20% ownership. If a company, or trust, is a 20% or greater owner, a separate Supplemental Business Information Form must be completed and signed by the appropriate representative for that entity as well. [Click here](#) to download an additional copy.
- Complete Farm Bureau Bank's **Beneficial Owner Certification (p. 6 - 8)**. It must be signed by any person with 20% or more ownership or the Individual with Control if there is no one with at least 20% ownership. If a company, or trust, is a 20% or greater owner, a separate Beneficial Owner Certification must be completed and signed by the appropriate representative for that entity as well. [Click here](#) to download an additional copy.
- A copy - front and back - of the *valid* **Driver's License** for each person with 20% or more ownership or the Individual with Control if there is no one with at least 20% ownership
- Payroll Verification** to support your loan amount calculation on the application:
 - *Businesses and Organizations* (includes Corporations, LLCs, Partnerships and 501(c)(3)s): IRS Form 941 (Employer's Quarterly Federal Income Tax Return) or 943 (Employer's Annual Federal Tax Return for Agricultural Employees) - four most recent quarters. Typically, this should be the first quarter of 2020 and the second, third and fourth quarters of 2019. If you have not filed first quarter of 2020 yet, you should include first quarter of 2019 instead.
 - *Sole Proprietors*: IRS Form 1040 Schedule C. Per SBA guidance you should use line 31 divided by 12 for your average monthly payroll calculation
 - *Independent Contractors*: Most recent 12 months of 1099-MISC income
 - **Important Notes:**
 - Only employees whose principal place of residence is the United States are eligible for inclusion in the Applicant's payroll calculation
 - If you are including retirement plan funding and/or group health insurance premiums paid by the company in your loan amount calculation, also include supporting documentation
 - We also may request any additional documents as required (e.g., 2019 Federal tax return, or if not yet filed, 2019 financials including balance sheet and income statement)
 - Please visit sba.gov or treasury.com/cares for more details
- Providing **Validation of Operation through February 15, 2020** is required to be eligible for the Paycheck Protection Program
 - If payroll records supplied do not include the period through February 15, 2020, you must supply a paid invoice, cancelled check, or copy of a bank statement with activity on/after that date as evidence of operation.
- Provide **Required Additional Documentation** (see next page), if applicable

Paycheck Protection Program Checklist - Continued

Request for Business Documentation

The additional documentation below is required for any business that does not have open and active deposit account or loan with Farm Bureau Bank:

Business Type	Additional Documentation Required
Sole Proprietorship	<p>One of the following:</p> <ul style="list-style-type: none"> • Certification of Sole Proprietorship • Certificate of Assumed/Trade Name • Fictitious Name Certificate
DBA – Doing Business As	<p>One of the following:</p> <ul style="list-style-type: none"> • Fictitious Name Certificate • Certificate of Assumed/Trade Name • Certification of Sole Proprietorship <p>Note: If DBA refers to a separate business entity, provide applicable supporting documentation, TIN verification, Beneficial Ownership Certification & Supplemental Business Information for that entity.</p>
General Partnership	<p>One of the following:</p> <ul style="list-style-type: none"> • Partnership Agreement • State License or Permit
Limited Partnership	<p>One of the following:</p> <ul style="list-style-type: none"> • Limited Partnership Agreement • Certificate of Registration/Filing (<i>Secretary of State</i>)
Limited Liability Partnership (LLP)	<p>One of the following:</p> <ul style="list-style-type: none"> • Limited Partnership Agreement • Certificate of Registration/Filing (<i>Secretary of State</i>)
Limited Liability Company (LLC)	<p>One of the following:</p> <ul style="list-style-type: none"> • Certificate of Formation/Articles of Organization • Certificate of Filing (<i>Secretary of State</i>)
501(c)(3)	<p>One of the following:</p> <ul style="list-style-type: none"> • Supporting business documentation requirements based on entity type (e.g. corporation or unincorporated association) <p>AND</p> <ul style="list-style-type: none"> • IRS Determination Letter/501(c)(3) Letter <p>Note: 501(c)(5) organizations are NOT eligible for this program</p>
Corporation	<p>One of the following:</p> <ul style="list-style-type: none"> • Articles of Incorporation / Certificate of Incorporation • Certificate of Filing (<i>Secretary of State</i>)
Unincorporated Association	<p>One of the following:</p> <ul style="list-style-type: none"> • Articles of Association or other organizing document • By-laws



Paycheck Protection Program Borrower Application Form

OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

Check One:	<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other	DBA or Tradename if Applicable	
Business Legal Name			
Business Address			
		Business TIN (EIN, SSN)	Business Phone
			() -
		Primary Contact	Email Address

Average Monthly Payroll:	\$	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$	Number of Employees:	
Purpose of the loan (select more than one):					
<input type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____					

Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

If questions (1) or (2) below are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship on a separate sheet identified as addendum A.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input type="checkbox"/>

If questions (5) or (6) are answered "Yes," the loan will not be approved.

Question	Yes	No
5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole? Initial here to confirm your response to question 5 → _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 6 → _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?	<input type="checkbox"/>	<input type="checkbox"/>



Paycheck Protection Program Borrower Application Form

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

CERTIFICATIONS AND AUTHORIZATIONS

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).
- The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

CERTIFICATIONS

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

_____ The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

_____ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

_____ The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

_____ The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.

_____ I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.

_____ During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.

_____ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

_____ I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Signature of Authorized Representative of Applicant

Date

Print Name

Title



Paycheck Protection Program Borrower Application Form

Purpose of this form:

This form is to be completed by the authorized representative of the Applicant and *submitted to your SBA Participating Lender*. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

Instructions for completing this form:

With respect to “purpose of the loan,” payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees; and for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation.

For purposes of calculating “Average Monthly Payroll,” most Applicants will use the average monthly payroll for 2019, excluding costs over \$100,000 on an annualized basis for each employee. For seasonal businesses, the Applicant may elect to instead use average monthly payroll for the time period between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee. For new businesses, average monthly payroll may be calculated using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee.

If Applicant is refinancing an Economic Injury Disaster Loan (EIDL): Add the outstanding amount of an EIDL made between January 31, 2020 and April 3, 2020, less the amount of any “advance” under an EIDL COVID-19 loan, to Loan Request as indicated on the form.

All parties listed below are considered owners of the Applicant as defined in 13 CFR § 120.10, as well as “principals”:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 8 minutes. Comments about this time or the information requested should be sent to : Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416., and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.

Privacy Act (5 U.S.C. 552a) – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below.) Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person’s integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act).

Disclosure of Information – Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain “routine uses” of information protected by that Act. One such routine use is the disclosure of information maintained in SBA’s system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies’ function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Act using the Taxpayer Identification Number (TIN) assigned to the borrower.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) foreclose on collateral or take other action permitted in the loan instruments.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial



Paycheck Protection Program Borrower Application Form

institutions participating in a loan or loan guaranty. SBA is only required provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA's access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552) – Subject to certain exceptions, SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined, forced to cease operations, or prevented from starting operations. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

Civil Rights (13 C.F.R. 112, 113, 117) – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Debarment and Suspension Executive Order 12549; (2 CFR Part 180 and Part 2700) – By submitting this loan application, you certify that neither the Applicant or any owner of the Applicant have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.

GENERAL BUSINESS INFORMATION
Legal Business Name *(Include DBA information, if applicable)*

Business Physical Address *(Required)*

Physical Address	City	State	Zip + 4
------------------	------	-------	---------

Business Mailing Address *(If different from physical address)*

Physical Address	City	State	Zip + 4
------------------	------	-------	---------

Date Business Established *(MM/DD/YYYY)*

NAICS Code *(North American Industry Classification System; 6 digits are required)*

Business Description *(Include goods sold and/or services provided)***Affiliation with Farm Bureau Bank and/or Farm Bureau**

This Business is an existing Farm Bureau Bank Client

Account Number: _____

I am an existing Farm Bureau Member

Member Number: _____ *Member Since:* _____ *County of Membership:* _____

I am a Farm Bureau Agent

Referral Source Code (RSC/ARSC): _____

Other: _____

(Please explain why you chose to apply with us)
Anticipated Allocation of Paycheck Protection Program Funds

- Payroll: \$ _____
- Lease/Mortgage Interest: \$ _____
- Utilities: \$ _____
- Other: _____ \$ _____
- Total: \$ _____

If approved, how would you like your loan funded? *(Please choose one)*

 ACH transfer to account at another financial institution *(Submit a copy of voided Check)*

 Deposit to account at Farm Bureau Bank: _____
(Account Number)
Note: Account titling on the deposit account must be the same as the name of the business applying for the SBA Paycheck Protection Program Loan

CERTIFICATION OF BENEFICIAL OWNERS

For instructions, refer to page 1.

Persons opening an account on behalf of a legal entity must provide the following information:

A. ACCOUNT INFORMATION

Business Entity Name	Tax ID Number
Name of person opening the account	Title/Position

B. BENEFICIAL OWNER(S)

Please provide the following information for any individual(s), if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise owns 20% or more of the equity interests of the legal entity:

Check here if no individual meets this definition and complete SECTION C.

Individual Name	Position with Business	% Ownership	
Date of Birth	Social Security Number	Phone Number (Home Mobile)	E-mail Address
Residential Physical Address	City	State	Zip + 4

Individual Name	Position with Business	% Ownership	
Date of Birth	Social Security Number	Phone Number (Home Mobile)	E-mail Address
Residential Physical Address	City	State	Zip + 4

Individual Name	Position with Business	% Ownership	
Date of Birth	Social Security Number	Phone Number (Home Mobile)	E-mail Address
Residential Physical Address	City	State	Zip + 4

Individual Name	Position with Business	% Ownership	
Date of Birth	Social Security Number	Phone Number (Home Mobile)	E-mail Address
Residential Physical Address	City	State	Zip + 4

Individual Name	Position with Business	% Ownership	
Date of Birth	Social Security Number	Phone Number (Home Mobile)	E-mail Address
Residential Physical Address	City	State	Zip + 4

CERTIFICATION OF BENEFICIAL OWNERS (CONT.)
C. INDIVIDUAL(S) WITH CONTROL

Please provide the following information for at least one individual with significant responsibility for managing the legal entity, such as: *an executive officer or senior manager (e.g. Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer; or any other individual who regularly performs similar functions.*

If appropriate, an individual listed under SECTION B may also be listed in SECTION C.

Individual Name		Position with Business		% Ownership
Date of Birth	Social Security Number	Phone Number (Home Mobile)		E-mail Address
Physical Residential Address		City	State	Zip + 4

D. CERTIFICATION

I, _____ (Name of Beneficial Owner or Individual with Control), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I also agree to notify Farm Bureau Bank of any change in the information provided within this Certification.

Signature

Date