

SBA Paycheck Protection Program Application Guide

We received your application for the SBA Paycheck Protection Program (“PPP”) loan. Thank you for applying and making your way through the process. This email contains informational sections relevant to **1) all applicants, 2) some applicants, 3) applicants who are new to Sound Community Bank, and 4) a general assistance guide with resolutions to the most common errors.**

- All Applicants: Please review the first two sections to determine how the information may relate to your application.
- If you are a new client to Sound Community Bank (no other deposit or loan products for the business entity), then please review section three.
- If you are still experiencing difficulties completing the application, then please review section four. If the guide does not contain a resolution to your error, please contact lendingsupport@soundcb.com.

1. Information Relevant to All Applicants

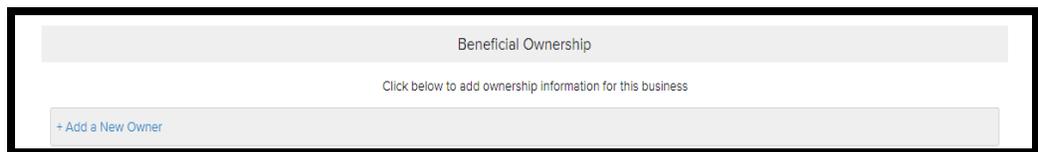
Inquiries: We believe we responded to all applicant inquiries made to either the Lending Support email address, or via one of our other centralized email addresses or phone numbers. If, after reading this email and the error resolution guide (below), you feel your question or concern has not been addressed, please contact:

- lendingsupport@soundcb.com – for questions related to the usage of the online application.

Applications are Unlocked: We unlocked all applications, whether they have been e-signed or not. Please complete the steps below, but do not try to re-submit the application. Once all steps are complete, click “Save” on one of the tabs and exit the application. **We will send all remaining documentation for e-signature; you do not need to complete the e-signature process yourself.**

The SBA made changes to their electronic information request over the weekend, and may continue to do so. This requires us to ask you to review the application once more to ensure all fields are complete. The fields that require your attention are:

1. **Business Info tab:** Beneficial Ownership on the Business Info tab is missing on a majority of applications.
 - a. Please enter your current application. On the Business Info tab, about mid-way down is the Beneficial Owners section. Add all 20% or greater owners of the business.



The screenshot shows a section titled "Beneficial Ownership" with a sub-instruction: "Click below to add ownership information for this business". Below this is a button labeled "+ Add a New Owner".

2. **SBA Form 2483**, on the Business Info tab.
 - a. On the Business Info tab, scroll to the bottom, and click “Fill Out Form”. Ensure the form is completed paying extra attention to questions #5 and 6 since they were added over the weekend. Once completed, scroll to the bottom of the form and click “Save”. It may

also be beneficial to review the form's instruction, located here: [SBA Form 2483, see pages 3 and 4.](#)



SBA Eligibility Form 2483
Applicant Business Information
Form Status: Under Review

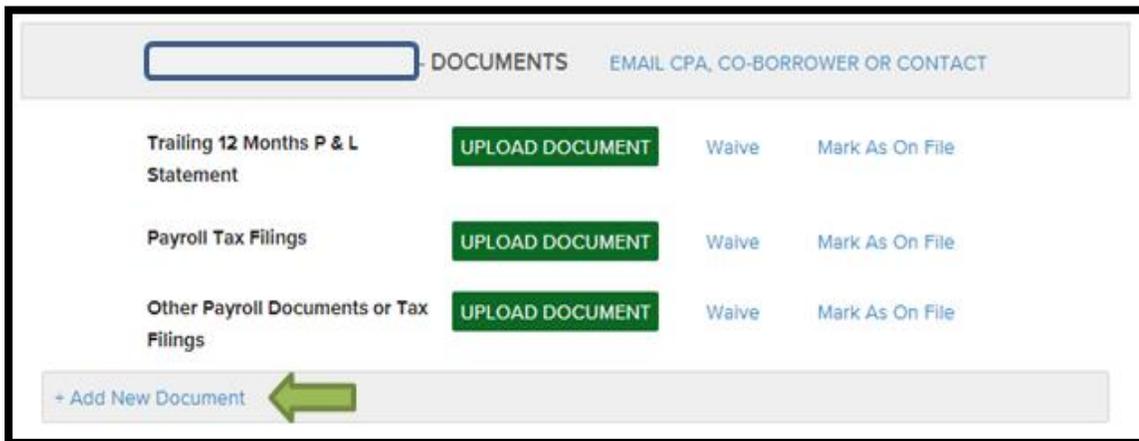
FILL OUT FORM Approve Decline Waive

3. **Personal Info tab:**

- a. Fill in all details for all owners with 20% or more ownership should be entered. Owners entered on the prior Business Information step will automatically appear. Use the '+Add New Person' link at the bottom of the page to provide details for other owners if necessary.
- b. All yes/no questions are required. When completing 'Resident Status' details, please check 'yes' to EITHER option identifying the owner as a U.S. citizen OR lawful permanent resident. For classification purposes, both answers should not be 'YES'. This is the most common error users are having with the application ([see Error Guide below for screen shots](#)).

4. **Loan Information:** The Maximum Loan Amount calculator will help you determine the maximum amount that you may be able to apply for in the application. This value is copied into the 'Loan Amount' field, but can be adjusted if necessary.

5. **Documents tab:** The application did not allow additional documentation to be uploaded to the application until mid-day Saturday. You can add a new document by clicking "+Add New Document".



	DOCUMENTS	EMAIL CPA, CO-BORROWER OR CONTACT
Trailing 12 Months P & L Statement	UPLOAD DOCUMENT	Waive Mark As On File
Payroll Tax Filings	UPLOAD DOCUMENT	Waive Mark As On File
Other Payroll Documents or Tax Filings	UPLOAD DOCUMENT	Waive Mark As On File

+ Add New Document

- a. If applicable, please ensure at least four quarters of Payroll Tax Form 941 are uploaded to the Documents tab.
- b. If completed, upload the 2019 Tax Return for the business entity
- c. Upload all additional documentation you used to determine your eligible payroll in determining the loan amount.

6. **Documents tab:** Ensure we have the proper documentation of the required signers for the borrowing business entity on file. Most entity organizational documentation lists the required

singers and the number of singers to complete loan documentation. If fewer required signers are desired to sign loan documents and expedite loan signing, then please prepare the required documentation and upload to the Documents tab. Common documents to authorize required signers are meeting minutes or resolutions. Please consult your attorney or accountant for further guidance.

We will be reviewing all applications again quickly to ensure that all required information has been completed before continuing the review of your application. Once the above is completed, we will send the SBA Form 2483 (and Sound Community Bank application in some cases) to you for e-signature. Even if you have already e-signed Form 2483, we will send a new form once we have reviewed and approved the document.

Please notify us at, lendingsupport@soundcb.com [include Online Application #XXX in the Subject Line], if you are not ready to proceed with your application at this time. Of note, to achieve the maximum forgiveness at least 75% of funds from the loan need to be used towards payroll within the first eight weeks from the *Note date*. The PPP runs through 6/30/20, and some businesses have indicated they do not intend to use the funds as required by the PPP within the first eight weeks from the Note date. We will retain your application and you may proceed at the appropriate time for your business. Despite the indicated limited availability of funds, President Trump and the Department of Treasury have referenced on multiple occasions since Friday, 4/3/20, they intend to obtain additional funding for the PPP, if necessary.

2. Information Relevant to Some Applicants

Government ID: The Documents tab references “Government ID”. Government ID is commonly a State Issued Driver’s License or Passport. Other forms of documentation may also suffice. Please contact us for more information, if necessary.

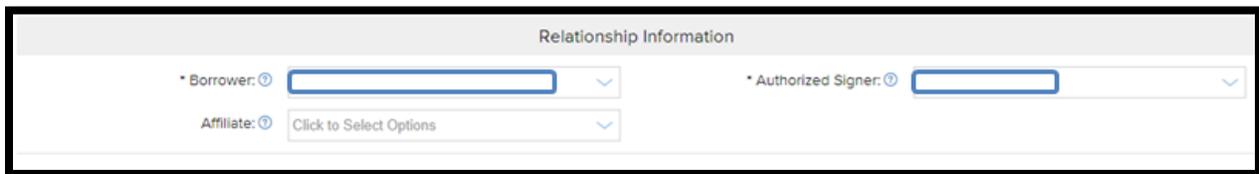
Multiple Applications Submitted: Several clients started multiple applications within our system. The applications were reviewed and the most complete or most correct application was retained. The other applications were withdrawn or otherwise removed from our system.

3. Information Relevant to Applicants New to Sound Community Bank

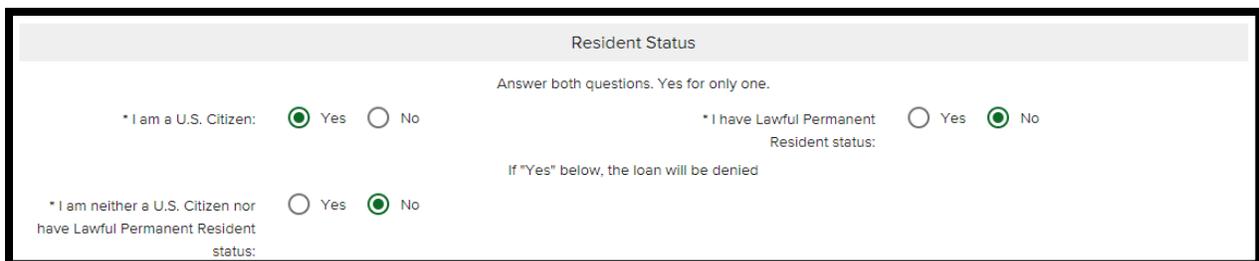
Business Entity Documentation: Applicants new to Sound Community Bank are any business entity applicants who do not have a current deposit or loan product with the bank. If this is relevant to your situation, then we will require additional identification of the business entity and possibly you and other Beneficial Owners of the business entity. Please upload this documentation to the Documents tab in the application. Common organizational documents include: Articles of Incorporation, By-Laws, and Meeting Minutes (corporations), Operating Agreement (LLC), Partnership Agreement (partnerships), and a current copy of the business license.

4. Error Resolution Guide

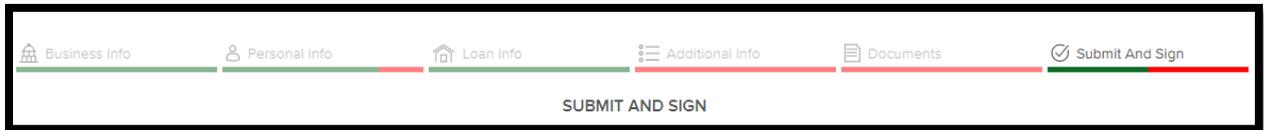
Application in Individual Name: Unless the application is for a sole proprietorship, the application should be in the name of a business entity. There are two common errors: 1) the *Name on the Business Info tab is an individual's name. Type the correction business entity name in the *Name field to correct this error, then click "Save" at the bottom of the screen and proceed to also complete the correction for #2. 2) If the correct business entity name is displayed in the *Name field on the Business Info tab, or was fixed as part of #1, then proceed to the Loan Info tab, scroll to "Relationship Information", and change *Borrower to the correct business entity. Also ensure *Authorized Signer is filled in with the individual responsible for signing on behalf of the business entity. The authorized signer is the individual responsible for signing (e-signing) the application. The authorized signer should be granted authority to apply for the SBA PPP loan by the entity's By-Laws, Meeting Minutes or similar organizational document.



Resident Status: *This is the most common error in all applications.* The Resident Status section on the Personal Info tab was not clear. The phrasing has been updated. All questions must be answered in the Resident Status section for each individual on the Personal Info tab to be "complete".



Application Fields Incomplete: The application is not able to be "completed" unless all fields are complete. The application will indicate if field remain incomplete by highlighting the tabs with incomplete fields in "Red".



Business Entity Name: Business entity name must be the full legal name of the business with proper spelling and capitalization. “Doing business as” (DBA’s) should not be entered in the *Name field. To find the full legal business name review the business entity’s organizational documents, such as: Articles of Incorporation (corporations), Operating Agreement (LLC), Partnership Agreement (partnerships), or business license. Copy the name exactly as spelled and capitalized on the above documents.

Errors in an Application Already Submitted: Please notify the bank of any errors found on the application as soon as possible. If the application was already fully submitted and e-signed, then it is locked and the applicant is unable to make corrections. A representative of the bank can unlock the application for either the applicant or bank representative to correct. The application should be e-signed once the correction is made.