



SMALL BUSINESS ADMINISTRATION PAYCHECK PROTECTION PROGRAM BORROWER INSTRUCTIONS

Community Bank of the Chesapeake is committed to helping our community during this unprecedented time. Below please find instructions for applying for the SBA Paycheck Protection Program through Community Bank.

To begin your PPP application, please follow the steps below. Should you have any questions regarding this process, our team stands by ready to assist you. Please do not hesitate to reach out to your banker.

Step 1 - Complete the [Paycheck Protection Program Borrower Application Form](#) and the following Borrowers Worksheet.

Borrowers Worksheet: Please complete the worksheet and include the required documentation validating any amounts included in the Monthly Payroll Calculations. Please briefly describe the documentation provided with a description, for example, "IRS Form 941", "borrower payroll records", etc. Documentation must be provided for any amount certified by you as eligible for inclusion in the payroll costs.

If you have questions regarding the Monthly Payroll Calculation, please view the [current SBA and Department of Treasury guidance](#).

Step 2 - Ensure you have completed both the application and worksheet and included all supporting documentation. Please be sure your CBTC Bank Representative is listed to assist in processing and routing of applications.

In addition to the above-mentioned application and documentation, please ensure you have included the following:

- 2019 Form 941 (2019 Q1-Q4) and 2020 Q1
- 2019 Form 940
- 2019 Payroll Summary (verification of employee compensation not to exceed \$100,000.00)
- 2019 Profit & Loss Statement
- Self-employed – 2019 IRS Form 1040, Schedule C. If 2019 IRS 1040/Schedule C is not filed, a draft of Schedule C must be provided.

Step 3 - Please scan and email your package to loanassistance@cbtc.com. Please ensure you have noted your CBTC Bank Representative (Borrower Worksheet) to assist in processing.

If you have any questions, we stand by ready to work with you. Please do not hesitate to contact your banker. Thank you for banking with us.

IMPORTANT NOTICE: Any borrower error in calculating eligible monthly payroll costs or failure to provide documentation in a complete form will cause the processing of your application to be delayed or returned to you. Under the CARES ACT, Borrowers are responsible for the accurate and complete calculation of eligible loan amounts. Community Bank of the Chesapeake can provide no assurance regarding the accuracy or completeness of Borrower calculations or documentation and its approval of a Payroll Protection Program loan shall not be construed as passing on the accuracy, completeness or validity of Borrower's calculation or submitted documentation. By submitting this form and the PPP application, Borrower expressly acknowledges its responsibilities and holds harmless Community Bank of the Chesapeake from any accountability for Borrower's submissions or calculations. The criteria for forgiveness of loans issued under the Paycheck Protection Program remains fluid and additional guidelines are expected to be issued by the U.S. Small Business Administration. Community Bank of the Chesapeake makes no representations or warranties as to the forgiveness of any loan issued under the Paycheck Protection Program. In the event forgiveness (whether full or partial) of a loan issued under the Paycheck Protection Program does not occur, Borrower will have an obligation to repay the loan pursuant to the terms of the Promissory Note to be executed at the time of issuance of the loan.



BORROWER WORKSHEET

Name of Borrowing Entity				
CBTC Bank Representative				
Address of Borrowing Entity to include 9-digit zip code (https://tools.usps.com/go/zip-code-lookup.htm)				
Date of Business Inception/Organized				
NAICS Code for Business Entity				
Ownership of Borrowing Entity - Ownership information up to 90% (you may attach an Addendum as referenced on the PPP application; however please ensure the ownership includes name, %, SSN and address)	Name of Owner	%	Social Security #	Address

What State is the business registered? Is the borrowing entity in Good Standing with the State? Borrower must be in good standing to be eligible for the PPP loan.	
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Dates used to calculate Average Monthly Payroll Costs (check one line only)	
<input type="checkbox"/>	January 1, 2019 - December 31, 2019 (most commonly used)
<input type="checkbox"/>	New Business: January 1, 2020 - February 29, 2020
<input type="checkbox"/>	Seasonal Business: February 15, 2019 - June 30, 2019



Eligible Average Monthly Payroll Costs	12 Month Total \$	Monthly Average	Description of supporting documentation utilized and provided with this calculation and application
Salary, wage, commission, or similar compensation, including payment of cash tip or equivalent, payment for vacation, parental, family, medical or sick leave (this cannot include 1099 compensation paid)			
Allowance for dismissal or separation (e.g. severance payments)			
Payment required for provisions of group health care benefits, including insurance premiums (e.g. the business share of benefit costs)			
Payment of any retirement benefit (e.g. employer 401(K) contributions, pension plans, profit-sharing plans, SEP IRAs, Simple IRAs, etc.)			
Payment of state and local tax assessed on the compensation of employees (e.g. State unemployment taxes)			
SUBTOTAL INCLUDIBLE AMOUNTS			
LESS MANDATORY EXCLUSIONS: If any line above includes an item specified below, you must exclude it here:			
The compensation of an individual employee in excess of an annual salary of \$100,000.00, as prorated for the covered period. Must provide breakdown of salaries of employees to verify.			
Federal employment taxes imposed or withheld between February 15, 2020 and June 30, 2020, including the employees' and employer's share of FICA (Federal Insurance Contributions Act) and Railroad Retirement Act taxes, and income taxes required to be withheld from employees.*			
Any compensation of an employee whose principal residence is outside of the United States			
Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116-127)			
SUBTOTAL MANDATORY EXCLUSIONS			

*** This exclusion is only applicable if you are using that same time frame in your Monthly Payroll Calculation.**

TOTAL ELIGIBLE (Subtotal Includible Amounts - Subtotal Mandatory Exclusions)			x 2.5 times=	
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<input type="checkbox"/> CBTC account to be credited with PPP funds (include account number)	
<input type="checkbox"/> New account to be opened/established	

I certify all information submitted in this worksheet is accurate and that all submitted Documents are authentic, clear, legible, accurate and complete.

Name of Borrower

Name of Authorized Representative

Signature of Authorized Representative

Date

All loans are subject to review and approval. PPP applicants should be aware that application processing times, application authorization and the availability of funds are not guaranteed and are dependent upon SBA processing and guidelines, as well as funding availability. Community Bank of the Chesapeake makes no guarantees regarding application processing times, whether an application will be approved, or the availability of funds, as funds are limited and subject to availability from the SBA.