

SECOND DRAW PPP LOAN REQUEST CHECKLIST



Date: _____

Existing BankVista Customer: Yes No

Customer/Applicant: _____

Contact Name, Phone #, Email Address: _____

To Apply For The Second Draw PPP Loan We Will Need The Following Information Before Processing Your Application:

Check one of following regarding your average monthly payroll to be used:

Use existing Average Monthly Payroll Amount (same amount indicated on First Draw PPP loan)

OR

Using New Average Monthly Payroll Amount (provide NEW payroll info – ex 941's for the last 4 qtrs)

*****See Page 4 of Second Draw PPP Borrower Application section labeled "Instructions for completing this form" for required Payroll Documentation*****

Check one of following regarding your drop of revenue of 25% or more:

P&L comparison to support 25% drop in revenue from 2019 to 2020

OR

Loan Request under \$150,000 and will provide at time of loan forgiveness or upon SBA's request

Additional information required for all loans:

Second Draw PPP Borrower Application Form (SBA Form 2483-SD) _____

Certification of Beneficial Owner Form, only req'd if there has been changes since 1st PPP Loan

Current Driver's License for all 20% or more owners of the company and/or signer for PPP Loan, if one previously submitted has expired

Loan Funding Options: If your 2ND DRAW PPP Loan is approved, please indicate below how you prefer to receive the loan funds:

Deposit into existing BankVista checking account name & number: _____

Open a new BankVista checking account and deposit funds into the account

Authorized signers to complete the attached customer information worksheet. A BankVista representative will be in contact through a phone call or email to review the account details.

Mail a cashier's check to the business address on the loan documents

Wire transfer the funds using the information provided in the attached wire instructions

Internal Bank Use Only:

Date Received: _____

Branch: _____ Lender: _____ Analyst: _____ Processor: _____

Note #: _____ Port #: _____

Verified PPP First Draw SBA Loan Number: _____

Verified appropriate Financial / Payroll Documentation in Customer Folder _____

Credit Analyst Verification Spreadsheet in Customer Folder (Analyst reviewed Financial/Payroll Documentation to verify Payroll Info. from Customer) _____

Loan Request Under \$150,000 and Payroll Documentation Needs to be Collected at time of Forgiveness Tickler needed: _____

Verified Certificate of Good Standing _____

Verified PPP Borrower Application Form (SBA Form 2483-SD) _____

Verified PPP Lender Application Form (SBA Form 2484-SD) _____

Verified Current Driver's License on file for all 20% or more owners of the company and/or signer

Verified Business Entity documentation on file (Filed Articles of Inc or Articles of Org filed with the MNSOS

Verified Fully Executed Business Bylaws or Operating Agreement, clearly stating who the owners of the business are, their % of ownership, their titles and who will be signing on behalf of the company

OUTSTANDING ITEMS:
