



Borrower Name: _____

Date: _____

Please review your borrower application for completeness

- Original signature and initials on application – no electronic signatures
- Check each field
- Full legal business name

Eligibility

- (a) Business was in existence prior to February 15, 2020 and has not permanently closed.
- (b) Business will certify necessity for the PPP loan; i.e. the business faced uncertain or actual hardship due to Covid-19 and other forms of liquidity were not available on reasonable terms .
- (c) Business, along with its affiliates, (1) is an independent contractor, self-employed individual, or sole proprietor with no employees, (2) in not a housing cooperative, eligible 501 (c)(6) organization, or eligible destination marketing organization, employs no more than the greater of 500 employees or, if applicable, the size standard in number of employees established by SBA in 13 C.F.R. 121.201 for the Applicant's industry; (3) if a housing cooperative, eligible 501(c)(6) organization, or eligible destination marketing organization, employs no more than 300 employees; (4) if NAICS 72, employs no more than 500 employees per physical location; (5) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 500 employees (or, if applicable, the size standard in number of employees established by SBA in 13 C.F.R. 121.201 for the Applicant's industry) per location; or (6) is a small business under the applicable revenue-based size standard established by SBA in 13C.F.R. 121.201 for the Applicant's industry or under the SBA alternative size standard.

Ineligible if involved in any of the following:

- Marijuana production or sale or other illegal activities
- Non-Profit other than 501(c)(3), 501(c)(19) and 501(c)(6)
- Engaged in the business of lending
- Passive businesses owned by developers and landlords
- Life insurance companies
- Business is located in a foreign country
- Pyramid sale distribution plans
- Business derives more than one third of gross annual revenue from legal gambling activity
- Any owner of 20% or more of the business has been indicted or convicted of a felony offense in the last five years
- Government owned entities (except for entities owned by a Native American Tribe)
- Loan packagers earning more than one third of their gross annual revenue from packaging SBA loans
- Business in which the Lender (Coastal) or CDC, or any of its associates own an equity interest
- Businesses present live performances of a prurient sexual nature
- Business derives directly or indirectly more than a minimum gross revenue through the sale of products or services, or the presentation of any depictions or displays of a prurient sexual nature
- Business has previously defaulted on a Federal Loan or Federally assisted financing.
- Business is primarily engaged in political or lobbying activities
- Speculative businesses
- Receives a grant for shuttered venue operators.
- The President, Vice President, the head of an Executive department, or a member of Congress, or the spouse of such person, directly or indirectly holds a controlling interest.
- Any issuer, the securities of which are listed on an exchange registered as a national securities exchange.

Loan Amount Calculation and Documentation

Average monthly payroll x 2.5, not to exceed \$10,000,000

(a) Standard Calculation

Average Monthly Payroll for 2019 or 2020, excluding costs over \$100,000 on an annualized basis for each employee

(b) Seasonal Employers:

Average monthly payroll for any 12-week period between Feb 15, 2019 and Feb 15, 2020, excluding costs over \$100,000 on an annualized basis for each employee

(c) New businesses without 12 months payroll but were in operation on Feb 15, 2020:

Average Monthly Payroll calculated based on number of months in which payroll costs were incurred, excluding costs over \$100,000 on an annualized basis for each employee

(d) Schedule F – sole proprietorship, independent contractor, or eligible self-employed without employees:

Eligible payroll costs for employees, if any, plus the lesser of \$100,000 and the difference between gross income and any eligible payroll costs for employees.

(e) Partnerships:

Payroll costs are computed using net earnings from self-employment of individual general partners as reported on IRS Form 1065 K-1, reduced by Section 179 expense deduction claimed, unreimbursed partnership expenses claimed, and depletion claimed on oil and gas properties, multiplied by 0.9235, that is not more than \$100,000, plus any eligible payroll costs for employees.

Documentation Required

(a) Proof of Payroll Costs – Forms 941 and state quarterly wage reports from each quarter of 2019 or 2020, or equivalent payroll processor records, along with evidence of retirement and employee group health, life, disability, vision and dental contributions. Partnerships must also provide Form 1065 K-1s.

(b) Self-employed – 2019 or 2020 Form 1040 Schedule C, Forms 941 and state quarterly wage reports from each quarter of 2019 or 2020, or equivalent payroll processor records, along with evidence of retirement and employee group health, life, disability, vision and dental contributions.

(c) CCB PPP CIP & Beneficial Ownership Certification Form

(d) CCB Hold Harmless Agreement if loan amount over \$500,000

(e) Business Entity Documentation, if new to CCB. Articles of incorporation, bylaws, operating agreement, authorized signers for non-profit, etc.

Please provide the name, cell phone number and email address of all individuals with 20% or greater ownership interest. This information is needed for electronic signature of the PPP Loan documents. Attach additional sheet if needed.

Owner Legal Name	Cell Phone	Email Address

Where to Fund the Loan (Coastal Account #, Wire instructions, etc.)

Note that this form is for informational purposes only and does not create any agreement or obligations by Coastal Community Bank. Coastal and SBA requirements for approving a PPP loan may change and additional or different information may be required to review and approve any loan application.

For Bank Use Only

Date Received: _____

Reviewer Name: _____

Business Verification: Included in package – lookup on Secretary of State, Department of Licensing, Department of Health, Washington Bar Association, etc. Needed to confirm existence of business and that it is currently operating and/or licensed.

Signed Application: