

## IMPORTANT INFORMATION

# Regarding Your Paycheck Protection Program Loan



July 6, 2020

Dear Customer,

Now that applications for new Paycheck Protection Program (PPP) loans have slowed down, our focus is on the Forgiveness process for your loan. As indicated in our prior emails of May 14 and June 2 this next stage requires detailed calculations and supporting documents, so we highly recommend that you coordinate with your CPA or financial advisor to complete this undertaking.

In order to streamline this process and make it as efficient as possible, Enterprise Bank is setting up a web-based portal specifically designed to process and record the required information for forgiveness. Once completed and available **you will be receiving a specific email invitation with the link to guide you to the portal.**

In the meantime, here are some of the key required documents and calculations that you should be assembling for review with your accountant or financial professional:

- A complete payroll schedule for the covered period\* you are selecting, which can be either 8 weeks or 24 weeks from the date of loan closing.
- Cancelled checks, payroll records or ACH payments that prove payment of the chosen payroll period.
- Tax forms (typically Form 941) for any of the periods that overlap with the covered period.
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- Documentation showing the average number of Full Time Employees on payroll per week according to the reference period selected for comparison to the covered period.\*
- Cancelled checks, receipts, and invoices for all qualified expenses that are non-payroll. If you are including rent expense as one of your qualified expenses you must also include a copy of your lease which was in force and dated before February 15, 2020.
- Written documentation for any employees whom you tried to re-hire during the chosen covered period.\*

Once we have the portal established and final instructions from the Small Business Administration (SBA), we will send the link so you may begin the Forgiveness Application.

This update is based on the most recent guidance provided by the SBA. Additional changes may be forthcoming from the SBA in the future, and we will continue to keep you informed as we learn more. We sincerely thank you for the faith you have shown in us for providing this unique program.

Best regards,



**Jack Clancy**  
**Chief Executive Officer**  
**Enterprise Bank**



**Brian Bullock**  
**Chief Commercial Lending Officer**  
**Enterprise Bank**

**\*Covered Period:** The Covered Period is either (1) the 24-week (168-day) period beginning on the PPP Loan Disbursement Date if the borrower received its PPP loan after June 5, 2020 or (2) if the Borrower received its PPP loan before June 5, 2020, the Borrower may elect to use either an eight-week (56-day) Covered Period or the 24 week (168 day) period. For example, if the Borrower is using a 24-week Covered Period and received its PPP loan proceeds on Monday, April 20, the first day of the Covered Period is April 20 and the last day of the Covered Period is Sunday, October 4. In no event may the Covered Period extend beyond December 31, 2020.