



Asset Enhancement Solutions, LLC

Creative Solutions to Financial Challenges

Non-Traditional Financing Programs
Mergers & Acquisitions

Turnaround Consulting
Financial Management Services

Instructions and Information & Documentation Required for PPP Loans over \$100,000

The documents below either need to be completed and uploaded to the online loan application, or help you find/calculate information needed for the application. Once our consultant has reviewed all your information, you will have a one-on-one meeting with them to complete the online application. Prior to your meeting with our consultant, please download these forms from our website and complete them to the best of your ability.

Please do not be intimidated by these forms and documents. We have tried to make them as user friendly as possible. We even created a make-believe company called “Baker Foods, Inc.” where we have completed sample documents and information to illustrate how each document and information request should be completed. In this example, Baker Foods, Inc. is a C-Corporation.

If you have questions regarding any of the information below, please email us at 100KpluspppLoans@assetenhancement.com and provide your phone number, and we will call to help you. Alternatively you can call us at 516-767-0100. After Business Hours please leave a voice message and your message will be forwarded to us 24/7.

The application process with our boutique bank lender involves summarizing financial information that is corroborated by supporting documentation from various outside sources. This information will be uploaded to the bank’s online application. The application process also involves entering information about the borrowing entity and its ownership. Included in the PPP Loan Worksheet are 2 tabs that need to be populated with information regarding the Borrowing Entity and Ownership. The tab “Info re Entity & Ownership” will be uploaded to the bank’s online application. The tab “Info Needed for Online App” contains information that will be needed when you do a Zoom session with one of our senior

consultants to complete the bank's online application. If possible, please print the information on this tab as it will be needed when you complete the bank's online application.

1. **PPP Application Checklist (Included on Tab in PPP Loan Worksheet called Checklist & File Names to Use) (to be uploaded to online loan application).** This is checklist of all information that should be uploaded based on the information below and a guide for how the names of files should be saved and then uploaded to the online application for purposes of making things easier for the underwriters approving our loan submissions.
2. Paycheck Protection Program – Borrower Application Form – SBA Form 2483 **(see link to this document) (to be uploaded to online loan application)**
3. A comprehensive “PPP Loan Worksheet” is available for you to complete **(see link on our website for this document).** This worksheet will document the derivation of monthly compensation, monthly employer health care costs, employer retirement costs, state and local taxes on compensation and the calculation of compensation for individuals in excess of \$100,000. Our lender is very comfortable with this template and we strongly suggest that you use this template for consistency with our lender so that your PPP loan can be expedited. Should you need assistance with this template, please reach out to us for assistance ASAP so the PPP process is not slowed down. (Many portions of this template will be printed to a PDF to which you/we will attach the related documentation that supports the amounts being used. The combined PDF for each individual cost component will be uploaded to the online loan application as well as the excel file itself)
4. The cost components that are eligible to be included in “Average Monthly Payroll” per entity type are based on the April 24, 2020 information from the Treasury Department called, “How to Calculate Maximum Loan Amounts – By Business Type”. This document is available on our website for you to review. To maximize and expedite your PPP loan please have the following information available in PDF format so that it can be attached to the appropriate information/tab in our excel file called “PPP Loan Worksheet”:
 - a. **Payroll/Compensation Costs (to be uploaded to online loan application).**
 1. Complete the appropriate tab in in the “PPP Loan Worksheet” based your entity type. Print this tab to a PDF.
 2. Print to a PDF file the documentation that supports the amounts you entered in the template for compensation. Depending on your entity type, this information

could be 2019 Form 940, 2019 941's for 4 Quarters, W-3, W-2's, 2019 Schedule C. Attach this documentation to 3a2 above.

- i. If you have reasons to calculate payroll based on your 2020 payroll, prepare a memorandum that discusses the specific circumstances that make this necessary. In addition, provide the appropriate documentation that supports this special situation. Please supply 941 for the quarter ending March 31, 2020.
 - ii. If the 1Q20 941 is not available, please provide year-to-date payroll information from your payroll processor closest to 3/31/20.
 - iii. If you use a PEO for payroll and health care, please provide the Attestation Letter that your PEO provided to you to certify this information
 - iv. Note that the compensation Tabs in Excel are designed to allow you to use the appropriate time period to determine for calculation of your average monthly compensation. Please enter your information into the appropriate cells on the excel worksheet and modify the number of months you use in the denominator so that you calculate the average amount correctly. Our consultants will be reviewing this calculation with you.
3. Please provide an easy audit trail so that the underwriter/reviewer can easily trace back information from the compensation information to the amount you are representing as your "Average Monthly Compensation".

b. Employer Paid Group Health Insurance (to be uploaded to online loan application).

- i. Complete this tab in the "PPP Loan Worksheet". Print this tab to a PDF.
- ii. Print to a PDF file the documentation that supports the amounts you entered in the template for monthly Employer Paid Group Health Insurance.
- iii. Please provide an easy audit trail so that that underwriter/reviewer can easily trace back information from the monthly totals to the amount paid for each item by payee. This could be an extract of various general ledger accounts or from bills paid.
- iv. If you have vendor invoices available that support each item in 3biii above, please print these to a PDF and attach to 3bi.

c. Employer Paid Retirement Contributions (to be uploaded to online loan application).

- i. Complete this tab in the "PPP Loan Worksheet". Print this tab to a PDF.
- ii. Print to a PDF file the documentation that supports the amounts you entered in the template for monthly Employer Paid Retirement Contributions.

- iii. Please provide an easy audit trail so that that underwriter/reviewer can easily trace back information from the monthly totals to the amount paid for each item by payee. This could be an extract of various general ledger accounts or from bills paid.
- iv. If you have vendor invoices available that support each item in 3ciii above, please print these to a PDF and attach as well.

d. Employer State & Local taxes assessed on employee compensation (Primarily State Unemployment Insurance Taxes) (to be uploaded to online loan application).

- i. Complete this tab in the “PPP Loan Worksheet”. Print this tab to a PDF.
- ii. Print to a PDF file the documentation that supports the amounts you entered in the template for Employer State & Local taxes assessed on employee compensation.
- iii. Please provide an easy audit trail so that that underwriter /reviewer can easily trace back information from the quarterly totals or the annual total.
- iv. Please attach the PDF in 3dii above to 3di.

e. Annual Compensation in Excess of \$100,000 (to be uploaded to online loan application).

- i. Complete this tab in the “PPP Loan Worksheet”. Print this tab to a PDF.
- ii. Print to a PDF file the documentation that supports the amounts you entered in the template for Excess of 100,000 Worksheet.
- iii. Please provide an easy audit trail so that that underwriter /reviewer can easily trace back information from this worksheet to information from your payroll processing company or your internal payroll processing records.
- iv. Please attach the PDF in 3eiii above to 3ei.

5. Beneficial Ownership Certification Form (see link to this document) – to include information for all principals with 25% or greater ownership. (to be uploaded to online loan application)

- a. IIa - This must be a person

6. Information form for Borrowing Entity and Ownership (Included on Tab in PPP Loan Worksheet) (to be uploaded to online loan application)

7. Two pieces of current valid Identification for each principal with 20% ownership (front and back of identification – one of the pieces must be a photo identification) Driver License, Passport, credit card etc. **(to be uploaded to online loan application)**
8. Borrower's NAICS code – You will need to enter your NAICS code into the online application. We have just discovered that there is a glitch in the bank's online application whereby the NAICS code that you enter does not get stored in the application when the bank opens it on their end. For this reason we need you to type in your NAICS code on the separate tab called "NAICS Code" in the Excel file noted above called, "PPP Loan Worksheet".
- What is a NAICS Code? - A NAICS (pronounced NAKES) Code is a classification within the North American Industry Classification System. The NAICS System was developed for use by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US Economy.
 - How do I get a NAICS Code? - NAICS is a Self-Assigned System; no one assigns you a NAICS Code. What this means is a company selects the code that best depicts their primary business activity and then uses it when asked for their code. If your Business Activities include more than one Unique Line of Business, you may want to use more than one NAICS Code. The attached links will allow you to determine your NAICS code. <https://www.naics.com/search/>
9. To complete the online application you will need to provide the additional 4 digits of your zip code which is commonly referred to as the "Zip Plus 4 Code". This code is needed for the application as well as for the excel file called "Information Form regarding Entity & Ownership".

To look up a zip code (including its "plus 4"):

Go to the following link--

<https://tools.usps.com/go/zip-code-lookup.htm>

Click on the button (on the left side) that says: "Find By Address"

Type in the address

Click the button underneath it that says: "Find"

It will return that address with its "zip + four" zipcode

10. If the Applicant or any owner of the Applicant is an owner of any other business, or have common management with, any other business you will be required to list all Affiliates and the describe the nature of the relationship with each one. This information will

need to be entered in question #3 on the second part of the online application. You should have this information ready prior to your one-on-one session with our senior consultant. **This information should be entered in the on Tab in PPP Loan Worksheet called Info re Entity & Ownership**

11. When you start your online application with our consultant, please make sure you write down the exact name you enter for the name of your entity and the ID number you use so that you can access further information to complete the application when it gets emailed to you.
12. The objective above is to attach the PDF of supporting documentation to the PDF that summarizes this information in the excel tab of each cost component. If you are easily able to combine/merge these PDF files please do so. If you are unable to combine/merge these multiple files we can assist you with this. If you would like to attempt to do this yourself, visit this website, <https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html> where you will be able to download a free trial of Adobe Acrobat DC™ along with instructions on how to do so.