

PPP LOAN APPLICATION TIPS

Access the PPP loan application on [Members 1st Federal Credit Union's website](#), or by using [this link](#), which will take you directly to the application hosted by our partner Sageworks/Abrigo.

Below are steps for completing the application. We recommend clicking “save” often as you work through the application. You must also turn off any pop-up blockers in your browser.

1. Access the [PPP loan application](#):
 - Use your email address to create a username. (Start by clicking “**Sign Up**” next to the “Don’t have an account?” question.)
 - Then, create a password to access the application moving forward.
2. When you start the loan application, be sure to read opening eligibility paragraphs:
 - Select “**SBA Loan**” from the application type box.
 - Select either: ☐ Start a blank second draw PPP loan application OR ☐ Start a blank first draw PPP loan application.
3. Once you select the correct PPP application, choose “**Start Application.**” Then complete all of the *required fields.
4. Complete the information on each section, then hit “**Save**” to complete this section of the application before choosing the “**Next**” button.

Note— There are separate sections for:

- Business Info
- Personal Info of Owners
- Loan Info
- Contact Info (optional)— please check the box next to “**I agree to all of the terms and conditions.**”
- Documents
- Submit Application

1. **Business Info**

- Fill out all required fields. (Required fields are marked with an *.)
- Industry code must be entered correctly— this field can be searched by name.
- Choose Business Type
- Applicant Size should be less than 500 employees

- Beneficial Ownership
 - Add **EACH** person that owns 20% or more of the business, then choose “Save Roles.”
 - SBA eligibility question should always be answered “Yes.”

2. Personal Info

- Fill out all required fields. (Required fields are marked with an *.)
- Each person that owns 20% or more of the business will have a Personal Information section to fill out completely.

3. Loan Info

- Fill out all required fields. (Required fields are marked with an *.) Use the tab button on your keyboard to move through these fields.
- Second round borrowers should use payroll numbers from their first round PPP application.
- Make sure you choose the “**Paycheck Protection Program**” option in the product box.
- Note: Borrowers can only apply for one loan per loan application.

4. Additional Info (Optional)

- You have the option to add an additional contact person. If not needed, click the “X” on right of Contact Info to remove this from the Additional Info page.
- Clicking “**I agree to all of the terms and conditions**” will provide a copy of the Terms and Conditions in PDF form.

5. Documents

- Each document that is required will have an “**Upload**” button.
- If you are a second round borrower with Members 1st FCU, choose “**Not Uploading at This Time.**” You will then be prompted to give a reason, type “**On File**” then choose “**Save.**” Repeat this until you come to the last tab that asks for your 25% or greater reduction documentation. Please upload your supporting documents (see helpful hints* for supporting documents).
- Choose “**Fill out the form,**” and this will take you to a separate tab where you may review your application. Once reviewed, choose “**Save and Submit.**” You will have to return to your original tab to continue.
- The Document page will say “**Awaiting Submission**” until the “**Submit Documents**” button is clicked.
- When the application is submitted, the documents will be sent via secure file transfer directly to the institution.

6. Submit Application

- When all required fields are complete, click “**Submit Application.**”
- If a tab is incomplete, it will have a red line denoting information is missing at the top of the page.
- You can download a PDF version of the application.

- You can also withdraw the application.
- Once application is submitted, you will see “**Congratulations, Members 1st FCU will be alerted and can begin reviewing. You can close all tabs.**”

***HELPFUL HINTS**

List of required documentation for payroll calculations for 1st time applicants:

1. 2019 or 2020 IRS quarterly 940, 941 or 944 payroll tax reports.
2. 2019 or 2020 Payroll report (including payroll taxes and number for employees for calendar year 2019 or 2020.
3. Documentation showing total of all health insurance premiums, dental premiums and eye care premiums paid by the company/owner(s) under a group health plan. Include all employees and the company owners.
4. Document the sum of all retirement plan funding that was paid by the company owner(s). Do not include funding that came from employees out of their paycheck deferrals.
5. List of all employees with annual salary or compensation in excess of \$100,000.
6. Schedule of any supplementary facts or answers as requested in the application.

List of required documentation for payroll calculations for 2nd round applicants:

(If you did your 1st round PPP loan with Members 1st FCU)

1. No additional documentation is necessary; however, you still must complete the online application and subsequent certifications contained in the application.
2. You must provide documentation of your 25% or greater reduction in gross revenue.
Documentation may be relevant quarterly or annual IRS tax forms, or if relevant tax forms are not available, internal quarterly or annual financial statements or bank statements.

List of required documentation for payroll calculations for 2nd round applicants:

(If you did your 1st round PPP loan with **another financial institution** and **not** Members 1st FCU)

1. 2019 or 2020 IRS quarterly 940, 941 or 944 payroll tax reports
2. 2019 or 2020 Payroll report (including payroll taxes and number for employees for calendar year 2019 or 2020.
3. Documentation showing total of all health insurance premiums, dental premiums and eye care premiums paid by the company/owner(s) under a group health plan. Include all employees and the company owners.
4. Document the sum of all retirement plan funding that was paid by the company owner(s). Do not include funding that came from employees out of their paycheck deferrals.
5. List of all employees with annual salary or compensation in excess of \$100,000.
6. Schedule of any supplementary facts or answers as requested in the application.

This information is based on the latest information and direction from the SBA as of 1/12/2021 and is subject to change.