



SBA PAYCHECK PROTECTION PROGRAM

ONLINE APPLICATION INSTRUCTIONS

Your FirstBank Relationship Manager or local branch is your direct contact to apply for the Paycheck Protection Program and is ready to assist you in the online application process.

BEFORE APPLYING ONLINE:

- Are you an existing FirstBank customer?
 - If not, we are not accepting PPP applications for non-customers at this time.
- Ensure you are prepared to answer all the questions in the [Paycheck Protection Program application](#)
- Gather the necessary documents electronically as outlined below and have them available to upload to the system:

UPLOAD ALL THAT MAY APPLY TO YOU

Payroll Report (required)

- Payroll Register for the full 2019 year
- Payroll Register for all available months in 2020

ID Verification (required)

- Driver's License (front and back) or other government issued identification

If you have employees:

- All 2019 IRS Form 941s or 2019 IRS Form 944

If you are an independent contractor

- 1099-MISC

If you are self-employed:

- 2019 IRS 1040 Schedule C
- 1099-MISC for each self-employed owner

READY TO APPLY ONLINE?

- Contact your FirstBank Relationship Manager for the application link.
- Complete the application and upload the appropriate supporting documents.
- Ensure you have a FirstBank checking account in order to receive funds. If you do not, please open one with your banker or online [here](#). This does not have to be completed prior to the application process, only prior to loan funding.

The volume of requests for PPP loans are very high at this time and we have not been given a timeline for approval and funding from the SBA. Be assured that your application is receiving our full attention but we may not be able to provide real time status reporting. We appreciate your patience as we work together through these difficult times.

FOR MORE INFORMATION AND TO APPLY FOR THE PAYCHECK PROTECTION PROGRAM:

Contact: [your local FirstBank banker or branch.](#) | Go to: FirstBankOnline.com/BusinessRelief

