

BEFORE YOU GET STARTED – PLEASE REVIEW PROGRAM ELIGIBILITY REQUIREMENTS

Your business will need to meet this criteria:

- Be a small or medium-size business that meets the PPP size requirements
- Pay salary and payroll taxes or pay independent contractors (as reported on 1099-MISC Forms)
- Have an existing Sterling National Bank account that's been active since February 15, 2020
- Be authorized to borrow on behalf of your business
- You have not already received a Paycheck Protection Program loan from Sterling National Bank and have not applied for one from another financial institution

Note that the maximum loan amount that you may request is \$10 million and your request must be based primarily on your business' payroll-related costs.

Any loan made to you will be subject to all SBA requirements.

We encourage all clients to read our [Frequently Asked Questions](#) before applying to ensure sure you:

- Meet all Program Eligibility Requirements AND
- Have the documents and information needed for the application

Please check this box if you meet these requirements to get started.

Please check the box to confirm you have read and meet the program eligibility requirements, then click Get Started.

In order to submit your application online, you will need to print application materials, sign, scan, and upload documents.

Based on current guidance, you should gather the following documents to apply for a Paycheck Protection Program loan:

1. 2019 IRS Quarterly 940, 941 or 944 payroll tax reports.
2. Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following information:
 1. Gross wages for each employee, including officer(s) if paid W-2 wages.
 2. Paid time off for each employee
 3. Vacation pay for each employee
 4. Family medical leave pay for each employee
 5. State and local taxes assessed on an employee's compensation
3. 1099s for independent contractors for 2019.
4. Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan.
 1. Include all employees and the company owners.
5. Document the sum of all retirement plan funding that was paid by the company owner(s) (does not include funding that came from the employees out of their paycheck deferrals).
 1. Include all employees, including company owners.
 2. Include 401K plans, Simple IRA, SEP IRAs.