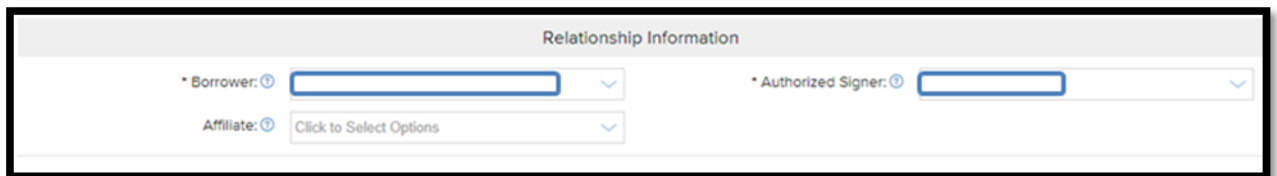


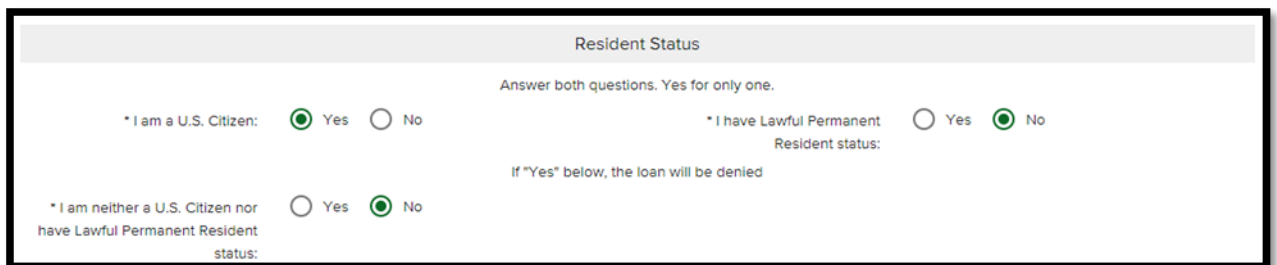


Common Errors in Completion of the SBA Paycheck Protection Program Application

Application in Individual Name: Unless the application is for a sole proprietorship, the application should be in the name of a business entity. To correct the application - go to the Loan Info tab, and under "Relationship Information" change *Borrower to the business entity. Also ensure *Authorized Signer is filled in with the individual responsible for signing on behalf of the business entity as authorized by entity By-Laws and Meeting Minutes.



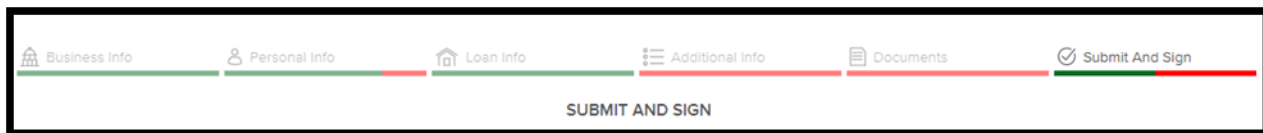
Resident Status: The Resident Status section on the Personal Info tab was not clear. The phrasing has been updated. All questions must be answered in the Resident Status section for each individual on the Personal Info tab to be "complete".



(next page →)



Application Fields Incomplete: The application is not able to be “completed” unless all fields are complete. The application will indicate if field remain incomplete by highlighting the tabs with incomplete fields in “Red”.



Business Entity Name: Business entity name must be the full legal name of the business with proper spelling and capitalization. “Doing business as” (DBA’s) should not be entered. To find the full legal business name review the entity’s organizational documents, such as: Articles of Incorporation (corporations), Operating Agreement (LLC), Partnership Agreement (partnerships), or business license. Copy the name exactly as spelled and capitalized on the above documents.

Errors in an Application Already Submitted: Please notify the bank of any errors found on the application as soon as possible. If the application was already fully submitted and e-signed, then it is locked and the applicant is unable to make corrections. A representative of the bank can unlock the application for either the applicant or bank representative to correct. The application should be e-signed once the correction is made.