

## **PPP Program Not Offered as of 4/16/20**

### **How to Apply and Required Forms**

You can apply through Old Dominion National Bank. Please contact your Relationship Manager directly or email our CV-19 Small Business Response Team at [SBAPPP@ODNOnline.com](mailto:SBAPPP@ODNOnline.com).

Please note, both Treasury and the SBA expect the PPP program will be oversubscribed. Not all applications may receive funding in this allotment.

### **Required Forms are as Follows - For Sole Proprietors with Employees on Payroll, Partnerships, C-Corps, S-Corps, LLCs, 501(c)(3)s Nonprofits, 501(c)(19) Veterans Organizations, and Tribal Businesses (sec. 31(b)(2)(C) of Small Business Act) - Note: Self-Employed Individuals and Independent Contractors - please see separate section for required forms**

Application and related request items for PPP application submission beginning on April 3, 2020 are provided below. The Treasury and SBA issued an interim final rule on April 2, 2020. Any further changes to the program following its launch on April 3, 2020 are subject to Treasury and SBA approval.

1. [Paycheck Protection Program Application Form](#)<sup>^</sup>
2. [Paycheck Protection Program Loan Amount Worksheet](#) (Revised 04/11/20)
3. [Payroll Expense Request List](#)
4. First Page of Tax Return - Verification of Tax Identification Number (TIN)\*
5. Organizational Documents (Articles of Incorporation, Bylaws, Operating Agreement, IRS EIN Certifications and State Certifications of Business – please include all organizational documents applicable to your business)\*
6. [Beneficial Ownership](#)\*<sup>^</sup>(must send a copy of the driver license or passport photo ID for all beneficial owners)
7. [Credit Authorization Form](#)\*<sup>^</sup>

**\* For existing customers these forms may already be on file with the bank. Please indicate in your submission.**

**<sup>^</sup>Once completed this form is submitted electronically via docuSign to our email box. Other required forms (2,4,5 above and items requested in 3) must be completed and sent to [SBAPPP@odnonline.com](mailto:SBAPPP@odnonline.com)**

**Required Forms are as Follows For Self-Employed Individuals (includes Sole Proprietors with no employees other than the business owner) and Independent Contractors**

Application and related request items for PPP application submission beginning on April 10, 2020 are provided below. The Treasury and SBA issued an interim final rule on April 2, 2020. Any further changes to the program following its launch on April 3, 2020 are subject to Treasury and SBA approval.

1. [Paycheck Protection Program Application Form](#)<sup>^</sup>
2. [Paycheck Protection Program Loan Amount Worksheet](#) (04/11/20)
3. [Payroll Expense Request List](#) (include those items applicable)
4. First Page of 2019 Tax Return IRS Form 1040 and if applicable Schedule C - Verification of Social Security Number. 2018 Form 1040 and Schedule C are not allowed under the current PPP rules
5. Copy of the Drive License or Passport Photo ID\*
6. [Credit Authorization Form](#)<sup>\*^</sup>

**\* For existing customers these forms may already be on file with the bank. Please indicate in your submission.**

**^Once completed this form is submitted electronically via docusign to our email box. Other required forms (2,4,5 above and items requested in 3) must be completed and sent to [SBAPPP@odnbonline.com](mailto:SBAPPP@odnbonline.com)**

**How to Submit**

Please work with your advisors and bank loan officer to complete the required forms and submit to ODNB in any of the following ways:

- Submit directly to your ODNB representative
- Submit through our dedicated email address [SBAPPP@odnbonline.com](mailto:SBAPPP@odnbonline.com) via our secure portal. All required forms must be submitted for your application to be considered. [click here](#)