

Logan Bank and Trust will be accepting first draw and second draw PPP Loan applications beginning January 15, 2021. One of four scenarios will apply to applicants which will have different documentation requirements which will be listed below. Applications are available at [www.lbandt.com](http://www.lbandt.com) and may be submitted via email at [ppploans@lbandt.com](mailto:ppploans@lbandt.com). Paper applications may also be dropped off at any LB&T location during normal business hours.

**For First Draw Applicants Using 2019 Payroll Information:**

* Completed SBA Form 2483 which was revised on January 8, 2021- Paycheck Protection Program Borrower Application Form
* Payroll Journal from on or around February 15, 2020
* 2019 Annual Payroll Journal
* 1st, 2nd, 3rd, and 4th Quarterly Federal 941 Payroll Tax Forms for 2019
* 2019 Annual Federal W3 Form
* 1st, 2nd, 3rd, and 4th Quarterly State Unemployment Tax Forms for 2019
* Invoices, checks, or workpapers demonstrating amounts paid for employee health insurance premiums
* Invoices, checks, or workpapers demonstrating amounts paid for employer paid employee retirement contributions
* For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.

**For First Draw Applicants Using 2020 Payroll Information**

* Completed SBA Form 2483 which was revised on January 8, 2021- Paycheck Protection Program Borrower Application Form
* Payroll Journal from on or around February 15, 2020
* 2020 Annual Payroll Journal
* 1st, 2nd, 3rd, and 4th Quarterly Federal 941 Payroll Tax Forms for 2020
* 2020 Annual Federal W3 Form
* 1st, 2nd, 3rd, and 4th Quarterly State Unemployment Tax Forms for 2020
* Invoices, checks, or workpapers demonstrating amounts paid for employee health insurance premiums
* Invoices, checks, or workpapers demonstrating amounts paid for employer paid employee retirement contributions
* For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.

**For Second Draw Applicants Using 2019 Payroll Information**

* Completed SBA Form 2483-SD Paycheck Protection Program Second Draw Borrower Application Form
* Because you are using 2019 information the calculation and supporting data are the same that you used when applying for the first round. No additional payroll information is required to be submitted.
* For all second draw loans, documentation to support a revenue reduction of 25% or greater for a quarter in 2020 relative to 2019 is required. This documentation may include annual tax forms, quarterly financial statements, or bank statements.

**For Second Draw Applicants Using 2020 Payroll Information**

* Completed SBA Form 2483-SD Paycheck Protection Program Second Draw Borrower Application Form
* Completed SBA Form 2483 which was revised on January 8, 2021- Paycheck Protection Program Borrower Application Form
* Payroll Journal from on or around February 15, 2020
* 2020 Annual Payroll Journal
* 1st, 2nd, 3rd, and 4th Quarterly Federal 941 Payroll Tax Forms for 2020
* 2020 Annual Federal W3 Form
* 1st, 2nd, 3rd, and 4th Quarterly State Unemployment Tax Forms for 2020
* Invoices, checks, or workpapers demonstrating amounts paid for employee health insurance premiums
* For all second draw loans, documentation to support a revenue reduction of 25% or greater for a quarter in 2020 relative to 2019 is required. This documentation may include annual tax forms, quarterly financial statements, or bank statements.

Logan Bank & Trust is not responsible for verifying how you calculate the loan amount requested, but does need to be able to confirm the mathematical accuracy and have an understanding on how you obtained the amount of the loan requested.