



Horicon Bank's Paycheck Protection Program (PPP) Information Sheet for Borrowers:

The following will be needed to be presented along with your application to Horicon Bank:

1. Copies of Payroll Tax Reports filed with the IRS for the four (4) quarters of 2019 and/or 2020 (including forms 941, 940, state income and unemployment tax filing)
2. W-3 for number of employee verification.
3. Any Employee with Salary & Benefits Exceeding \$100,000 should be balanced to \$100,000.
4. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the four (4) quarters 2019 and/ or 2020.
5. Documentation of all retirement plan funding by the employer for the four (4) quarters of 2019 and/or 2020. Copies of work papers, schedules and remittance to the retirement plan administrator should be sufficient.
6. Name of owners and percentage of ownership. *If a new borrowing customer to Horicon Bank, copies of applicable organizational documentation (example: Articles of Organization)
7. Only Computer Driven Documentation is acceptable. Not Hand Written

Once completed, please forward to your loan officer.

Applications will be processed in the order that they are received, and can only be processed once they are fully completed and necessary supporting documentation is received. Please note that funds are limited and subject to approval from the SBA.