



**HORICON BANK**  
The Natural Choice

## **Horicon Bank's Paycheck Protection Program (PPP) Information Sheet for 2<sup>nd</sup> Draw Borrowers:**

**The following will be needed to be presented along with your application to Horicon Bank if your first PPP loan was processed by Horicon Bank:**

1. Contact your loan officer for your PPP First Draw SBA Loan Number .
2. If 2019 payroll figures are being used, check with your loan officer for required documentation.
3. If 2020 payroll figures are being used for the calculation of average monthly payroll, you will need to provide:
  - Copies of Payroll Tax Reports filed with the IRS for the four (4) quarters of 2020 (including forms 941, 940, state income and unemployment tax filing)
  - 2020 W-3 for number of employee verification. (if available)
  - Any Employee with Salary & Benefits Exceeding \$100,000 should be balanced to \$100,000.
  - Documentation reflecting group health care or group life, disability, vision, or dental insurance, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees for the four (4) quarters 2020.
  - Documentation of all retirement plan funding by the employer for the four (4) quarters of 2020. Copies of work papers, schedules and remittance to the retirement plan administrator should be sufficient.
4. Regarding the Reduction in Gross Receipts of at least 25%, any of following will be acceptable **for each quarter** or for each year end:
  - Internal Profit and Loss for Each Quarter / Year
  - Copies of 2019 and 2020 tax forms

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.