Good morning clients:

Further below you will find the information you will need to join our zoom conference today regarding the PPPL program. This will be a Q&A session and is intended to help clients begin and complete most of their PPPL applications.

Immediately below is a list of the items we feel you would need to have with you to start your application for PPPL. This will help you go through your application more efficiently and timely through the overwhelmed bank websites.

Remember, this is a loan that may be partly or entirely forgiven if used mostly for payroll costs, and partly for rent and utilities.

Here is the list I suggest you should have ready:

1. A copy of your business tax return page 1. (Form 1120S, 1120 for corporations or Form 1065 for a partnership). The 2018 copy is fine. 2019 if you have.

This will help you retrieve the Tax/Employer Identification number of the business (Line D of form page 1), Full registered name of business and Full address of business (Top of page 1),

Organization/Incorporation date of business (Line E of form page 1) and your Gross Sales reported for that year (Line 1 of page 1).

For Regular C corporations, you will be searching form 1120 and will find this information on lines E,C and 1 respectively.

2. You will most likely need drivers licenses, email addresses and dates of birth of all shareholders/partners who have more that 20% interest in the business.
3. If you have your payroll records available, that would be helpful. If we do the payroll services for you, we will provide you with what you need. If your payroll is being

handled by another payroll company, you will need to retrieve from them immediately all forms W3, W2 and 940 for 2019 and Forms 941 for all 4 quarters of 2019 and

the first quarter of 2020 if available.

Then we suggest you follow the steps we indicated on email yesterday. See revised list below:

1. Notify us in advance the timing of when you will be attempting to apply for the PPP Loan such as in morning , mid-day or night time on a given day.
2. You should have a list of items the application will be needing ready for yourself to reference. See list above.
3. As you work on your application we will try to gather the information that we have and or will need from you to help you with your application.

4. Once we have all the calculations ready we will email or text them to you as you wish.

This should help you get through your application with limited risk of having website issues for not having all the data you need.

It allows us to be on alert for any other help you may need.

We can only answer your needs by email or text due to the fact that most of us are working remotely and need to keep assisting our clients.

Some banks may require different information including uploading of documents or bringing the documents to them.

Please do best you can to prepared for this process. Even if you have to have the assistance of someone who can navigate online applications more efficiently than yourself.

Thank you
Sincerely,

Nicholas Agnone & Co, LLC.