

Thank you for trusting Zions Bank to assist you in obtaining a loan through the SBA Paycheck Protection Program. Below are the required documents needed to process your loan request:

### APPLICATION

- Online Application, including:
  - Zions Bank SBA Paycheck Protection Program Business Banking Application
  - SBA Paycheck Protection Program Borrower Application Form 2483

**For Existing Customers** - a deposit account at Zions Bank must exist in the same entity name as the business borrower applying for the loan.

**For New Customers** - upon submission of the Online Application, a deposit account must be opened for the borrowing business, which requires the following:

- Deposit Account Application (deposit account required)
- Government Issued Identification
- W-9

### BORROWER INFORMATION

Please provide a document that includes the calculation of Average Monthly Payroll Costs and include supporting documents used in deriving those calculations. To expedite processing, highlight the summary figures used in the Average Monthly Payroll calculation on the supporting documents.

Supporting documents may include but are not limited to (as applicable):

- 2019 IRS Payroll tax reports (940, 941, 944, W3)
- Payroll reports for a twelve-month period
- Documentation showing the sum of all retirement plan funding that was paid by the company (exclude retirement plan funding of employee contributions that remitted by the company)
- 2019 IRS 1099 (applies only to independent contractors)

### ENTITY INFORMATION TO OPEN A DEPOSIT ACCOUNT (*New Customers only*)

- Trust: Certificate of Trust or Trust Agreement with Amendments
- Corporation: Articles of Incorporation, By-Laws, Certificate of Entity (form provided)
- Partnership: Partnership Agreement, Articles of Association, Certificate of Limited Partnership
- Limited Liability Company: Articles of Organization and Operating Agreement
- DBA: Fictitious Business Name Statement

Thank you for your loan application.