

# PPP LOAN APPLICATION

## TOOLS AND HELPFUL TIPS

- Visit [communitybank.lenderscooperative.com](https://communitybank.lenderscooperative.com) to start your application for a new PPP loan.
- If you already have an account registered for forgiveness, you will be able to use that same login and password.
- There is a tab-based system for the following sections of the loan application: Business Information, Loan Information, Eligibility, Documentation, and Summary. You will start with the business information tab, fill in all applicable boxes, and answer any questions using the dropdown menus. As you answer questions, some additional boxes may appear or “gray out” depending on those answers.
- **Some tips for the Business Information Tab:**
  - Be sure to read and answer the Affiliation question directly above Section 1:
  - For Business Industry Lookup (NAICS) you will need to enter a keyword from your business type, not your NAICS number. It will allow you to choose your NAICS code from the drop down list after typing a keyword.
- **Some Tips for the Loan Information Tab:**
  - If a schedule C filer(with no other employees) calculate your average monthly payroll by dividing line 31 of your schedule C by 12. Your loan amount will be calculated based on that input. (If the dollar amount on Line 31 is more than \$100,000, you will need to cap it there)
- **Some Tips for the Eligibility Tab:**
  - Be sure to read the questions carefully and answer using the drop down boxes.
  - All questions must be answered
- **Some Tips for the Documentation Tab:**
  - You must load at least one document of each type that are required. As you upload documents you will see that the required documents change from a “red X” to a “green Checkmark”
  - Even if you have previously provided any of the required documentation to us, you will still need to upload it into the site. If you are unable to locate the information needed please contact your lender.
- **The Summary Tab:**
  - The summary tab will alert you of any missing information in the application that needs to be fixed/updated. It will provide a link that will take you directly to the spot of missing information.
  - You will also fill in signer information on this page. This signer will be the one that receives an email from Docusign requiring signatures. Please make sure the information on this page is for someone authorized to sign on behalf of the business.