

SECOND DRAW PPP WORKSHEET

CENTRAL BANK & TRUST / FARMERS & STOCKMENS BANK

Step #1 - Yes/No

Did you obtain your first PPP through Central Bank & Trust or Farmers & Stockmens Bank? Yes No

Step #2 - Revenue Reduction Calculation

REVENUE REDUCTION TABLE				
		QUARTERLY GROSS RECEIPTS		% CHANGE
		2019	2020	
Q1	January 1 - March 31	\$	\$	
Q2	April 1 - June 30	\$	\$	
Q3	July 1 - September 30	\$	\$	
Q4	October 1 - December 31	\$	\$	

IMPORTANT NOTES:

- 1 Among other eligibility factors, an applicant is considered eligible for a Second Draw PPP Loan if it had "gross receipts" during the first, second, third, or fourth quarter in 2020 that demonstrate at least a 25 percent reduction from the applicant's "gross receipts" during the same quarter in 2019
- 2 "Gross Receipts" includes all revenue in whatever form received or accrued (in accordance with the entity's accounting method). The full definition can be found on page #22 of [Interim Final Rule](#) (PPP Second Draw) under section (2)(i)
- 3 The amount of any forgiven First Draw PPP Loan shall not be included toward any borrower's gross receipts
- 4 Only complete **ONE** quarter that supports eligibility (25% or more reduction in gross receipts) in the Revenue Reduction Table above
- 5 For Second Draw PPP requests of \$150,000 or more - submit revenue reduction supporting documentation that supports the quarter you used in the above table. For loans under \$150,000.00, please do NOT submit the supporting documentation, however retain it for your records as it will be required for the forgiveness process
- 6 The Interim Final Rule defines "supporting documentation" as - Documentation sufficient to establish that the applicant experienced a reduction in revenue, must be provided at time of application, and may include relevant tax not available, a copy of the applicant's quarterly income statements or bank statements forms, including annual tax forms, or, if relevant tax forms are

For the majority of clients, we suggest "supporting documentation" will be your quarterly, company prepared income statement **ONLY** for the quarter you completed in Revenue Reduction Table above

Step #3 - Payroll Information (Check one box)

If you are utilizing 2019 payroll to calculate your loan amount (and we processed your first PPP loan) NO payroll information is required (we have it on file from your first PPP loan)

ONLY If you are utilizing a base period different than the 2019 data that was used for your original PPP loan (this will be rare), please submit the following:

- Applicant's Form 941 and state quarterly wage unemployment insurance tax reporting forms from each quarter that was used calculate payroll OR
- Equivalent payroll processor records
- Evidence of any retirement and employee group health, life, disability, vision and dental insurance contributions, must be provided.
- A partnership must also include its IRS Form 1065 K-1s
- Please refer to the [Interim Final Rule](#) for this second draw PPP for complete requirements.