



Small Business Administration: Payment Protection Program, Second Draw

Business Name _____

Contact Person _____

Phone Number _____ Email _____

Payment Protection Program Application Checklist:

- [Complete SBA Form 2483-SD Payroll Protection Program Application Form](#)
- No additional documentation to substantiate payroll costs will be required if the applicant:
 - a. (i) Used calendar year 2019 figures to determine its First Draw PPP Loan amount,
 - b. (ii) Used calendar year 2019 figures to determine its Second Draw PPP Loan amount (instead of calendar year 2020), and
 - c. (iii) The lender for the applicant's Second Draw PPP Loan is the same as the lender that made the applicant's First Draw PPP Loan.
- In determining whether the Applicant experienced at least a 25% reduction in gross receipts, for loans above \$150,000, the Applicant must identify the 2020 quarter meeting this requirement, identify the reference quarter, and state the gross receipts amounts for both quarters, as well as provide supporting documentation.
- For loans of \$150,000 and below, these fields are not required, and the Applicant only must certify that the Applicant has met the 25% gross receipts reduction at the time of application; however, upon or before seeking loan forgiveness (or upon SBA request) the Applicant must provide documentation that identifies the 2020 quarter meeting this requirement, identifies the reference quarter, states the gross receipts amounts for both quarters, and supports the amounts provided.
- [Credit Report Consent Form](#)
- [Beneficial Ownership Recertification](#)

ADDITIONAL RESOURCES

Updated First Draw Forms

- [Form 2483 – First Draw Borrower Application](#)

Second Draw Forms

- [Form 2483-SD – Second Draw Borrower Application](#)

Guidance & Resources

- An [interim final rule](#) on the amended PPP.
 - An [interim final rule](#) on second-draw PPP loans.
 - [Guidance](#) for minority-, underserved-, veteran- and women-owned businesses.
 - [Top-Line Overview of First Draw PPP Loans](#)
 - [Top-Line Overview of Second Draw PPP Loans](#)
 - [Procedural Notice – Modifications to SBA Forms 3506, 3507 and 750 CA \(PPP only\)](#)
 - [Procedural Notice - SBA Procedural Notice on Repeal of EIDL Advance Deduction Requirement](#)
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