



Small Business Administration (SBA)

Guidance on Applying for Business & Financial Relief Under the Paycheck Protection Program

During the turbulent and disruptive times caused by the coronavirus (COVID-19) disease, a growing number of families and businesses find themselves in a position in which they do not know what the future has in store for them, including several TIA members.

As a result of the COVID-19 crisis and its impact on America's small businesses, the SBA is currently offering **disaster relief loans**. Please review this carefully and use this guidance to position and protect your business for the short-term future.

TIA wants you to know that we're here to help, with this guidance being just one of the [resources](#) we have put together to assist our members navigate these uncertain times. This guidance is intended to provide you with information on how you can inject cash relief into your business.

ABOUT SBA 7(a) PAYCHECK PROTECTION PROGRAM LOANS

- As a small business, small agricultural cooperative, or private non-profit organization (500 or fewer employees) you may borrow 250% of your average payroll expenses up to \$10 million for Economic Injury; Rate of loan will be 1.0%.
- You are also eligible for a PPP loan if you are an individual who operates under a sole proprietorship or as an independent contractor or eligible self-employed individual, you were in operation on February 15, 2020. You must also submit such documentation as is necessary to establish eligibility such as payroll processor records, payroll tax filings, or Form 1099-MISC, or income and expenses from a sole proprietorship.
 - For borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.
- Confirm that your state is [still a disaster zone](#) and eligible for this relief program.
- Apply at any lending institution that is approved to participate in the [Paycheck Protection Program](#).
- Important: Loan will be **forgiven after eight (8) weeks of maintaining your employee workforce**; loan forgiveness will be deducted if payroll is reduced (*they are directly proportional*).
- Loan payments will also be **deferred for a period of six (6) months**.
- **No collateral or personal guarantees are required**, and neither the government nor lenders will charge small businesses any fees.
- Application Open Date (Companies, LLCs, etc.): Friday, April 3, 2020

- Application Open Date (1099 & Independent Contractors): Friday, April 10, 2020
- Application Deadline: Tuesday, June 30, 2020
- **Reminder:** Employers that *participate in the PPP are not permitted to defer employer Social Security taxes* under the CARES Act. [Learn more.](#)

WHAT YOU NEED TO APPLY

- Please review this [sample application](#) to determine what information you will need for your application.
- **Reminder:** Application period opens Friday, April 3, 2020.

AFTER YOU APPLY

- A loan officer will work with you to provide all necessary information needed to reach a loan determination.
- A loan officer will contact you to discuss loan recommendations and your next steps.
- You will be advised in writing of all loan decisions.

AFTER YOU HAVE BEEN APPROVED

- SBA will prepare and send Loan Closing Documents to the Applicant for signature.
- A case manager will be assigned to work with Applicant to help meet all loan conditions. Case manager will also schedule subsequent disbursements until Applicant receives the full loan amount.
- Applicant's loan may be adjusted after closing due to Applicant's changing circumstances (e.g. increasing the loan for unexpected repair costs or reducing the loan due to additional insurance proceeds).

LINKS & SBA INFORMATION

- [SBA Paycheck Protection Program](#)
- [SBA Most Active Approved Lenders](#)
- [SBA Approved Financial Institutions](#)
- [SBA Small Business Development Center](#)

MISCELLANEOUS & THINGS TO REMEMBER

- Applications have skyrocketed, so please be patient with the process.
- It will not hurt to advise your Members of Congress that you have applied and hope to be approved soon.
- Ask the constituent caseworkers, "Is there anything you can do to speed up my application?"
- Take the time to complete the form **correctly**, as this will speed up the approval process.
- Do the research – there are a lot of resources online about the process, knowledge is key. Center.

QUESTIONS?

- Please contact TIA's Government Affairs Department at advocacy@tianet.org.
- For additional resources, guidance, information, updates, and news, please visit TIA's [COVID-19 Response Center](#).