

1st DRAW WITH INCREASE DOCUMENT CHECKLIST

PAYCHECK PROTECTION PROGRAM (PPP)
SMALL BUSINESS ADMINISTRATION LOAN APPLICATION
rev. March 9, 2021



At First Merchants we stand ready to help our customers with the Paycheck Protection Program. Section 312 of the Economic Aid Act provides for additional narrow circumstances for 1st Draw increases to certain eligible First Merchants Bank PPP Borrowers that received a 1st Draw PPP loan that was approved on or before August 8, 2020. A 1st Draw increase can only be processed by the financial institution that originated your 1st Draw loan. Below is a list of information needed to process your loan application. Additional information may be requested as we review your application.

Who can request an increase?

Partnerships, Seasonal Employers, Farmers and Ranchers:

- If you have already received a forgiveness payment on your 1st Draw PPP loan you are not eligible for a 1st Draw increase. If you have applied for forgiveness, the forgiveness application has to be withdrawn before applying.
- Partnerships that did not include any amount for partner compensation.
- Seasonal employers now have a revised method by which they can determine the maximum loan amount. Average total monthly payments for payroll for any 12-week period beginning February 15, 2019 and ending February 15, 2020.
- Farmers and Ranchers now have a revised formula for their loan calculation.

Others Eligible For a 1st Draw Increase:

- Borrowers that fully repaid the 1st Draw loan before December 27, 2020 may reapply for a new 1st Draw PPP loan
- Borrowers that returned part of a 1st Draw loan before December 27, 2020
- Borrowers that did not accept the full amount of a 1st Draw loan (before December 27, 2020) for which they were approved

For additional information and details please see SBA Procedural Notice Control No.: 5000-20076, SBA document titled: [Paycheck Protection Program How to Calculate Maximum Loan Amounts for First Draw PPP Loans and What Documentation to Provide – By Business Type and Department of Treasury IFR #26 – Business Loan Temporary Changes; Paycheck Protection Program as Amended by Economic Aid Act.](#)

Depending on your particular situation, some of the information below will not be applicable. Please contact your Banker to discuss what items are needed to support your application.



Forms:

- Loan Application - SBA Form 2483 (3/21) revised March 3, 2021. Loan amount on the application to be the total of the original PPP loan request plus the amount of the additional funds requested.
- Additional Ownership Information (if applicable). Borrower can supply or a form is available at our Commercial CARES page below.
- Addendum A – Affiliation Form (if applicable). Borrower to supply the form or a form is available at our Commercial CARES page below.
- Addendum B – SBA Economic Injury Disaster Loan (EIDL) Information (if applicable). This is related to question #4 on SBA Form 2483. Bank form is required and is available at our Commercial CARES page below.
- Loan amount justification (Bank can provide a calculator upon request)
- Payroll statement, invoice, bank statement or similar documentation establishing you were in operation on February 15, 2020.

Partnerships:

- 2019 Schedule K-1 (IRS Form 1065) for each partner

Farmers and Ranchers:

- 2019 Form Schedule F. This is required unless you have already submitted this with your 1st Draw loan.

Seasonal Employer:

- Payroll information for any 12 week period beginning February 15, 2019 and ending February 15, 2020.

If you have any questions, please reach out to your First Merchants Banker or visit us on the web at: www.firstmerchants.com/covid-19/commercial-banking-covid-19-support/cares-act-help-for-small-businesses.