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Providing Financial Peace of Mind

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The COVID-19 pandemic is causing extraordinary disruption for companies and non-profits across New Jersey and the United States. This letter is to make it easier for organizations to understand what support programs are available as of this date:

There are currently two from the Federal Small Business Association and one from the State of New Jersey.

SBA Economic Injury Disaster Loan

We recommend applying for the “SBA Economic Injury Disaster Loans and Loan Advance” **as soon as possible**. This program is applied for directly through the SBA.gov website. The importance of this program is it provides a \$10k emergency cash grant and according to the SBA website, the funds will be available within three days of a successful application and will not have to be repaid. You can access this application at <https://covid19relief.sba.gov/#/>. We have also included a separate information sheet, along with this letter, that contains additional SBA website information, including the information that you will need to complete the application with step by step instructions to do so.

Paycheck Protection Program

The second program the SBA is rolling out is the “Paycheck Protection Program”. This loan program will be applied for directly through a lending institution. Currently, any information available is preliminary and subject to change. You can view a guide and checklist prepared by the U.S. Chamber of Commerce at;

https://www.uschamber.com/sites/default/files/023595_comm_corona_virus_smallbiz_loan_final.pdf.

While we wait for the SBA to provide more details on the Paycheck Protection Package, you can begin to gather information for your loan application. We believe the following information may be required:

- 2019 IRS Quarterly 940, 941, or 944 payroll tax reports
- Payroll reports for a twelve-month period (ending on your most recent payroll date), which will show the following:
 - Gross wages for each employee, including officer(s) if paid W2 wages
 - Paid time off for each employee
 - Vacation pay for each employee
 - Family medical leave pay for each employee
 - State and local taxes assessed on your employees’ compensation

- 1099's for independent contractors for 2019
- Documentation showing total of all health insurance premiums paid by the company owner(s) under a group health plan - including all employees and the company owners
- Document the sum of all retirement plan funding that was paid by the company owner(s) (including funding that came from employees out of their paycheck deferrals). This includes both the company owners and their employees 401K plans, Simple IRA's, and SEP IRA's.

New Jersey State Emergency Support Programs

New Jersey has newly announced State Emergency Support Programs. You can view details of these programs at <https://faq.business.nj.gov/en/articles/3835237-what-grants-are-available-for-small-and-medium-sized-businesses-smes-via-the-njeda-small-business-emergency-assistance-grant> . We also suggest utilizing the state's beta "Eligibility Wizard" that focuses on a newly announced NJ State Emergency Assistance program and the SBA disaster loan program and provides some insight to programs that a business would be eligible for based on answers to specific questions. You can access the Eligibility Wizard at <https://assistance.business.nj.gov/> .

Please keep in mind, the programs and information available is changing often and it is advised to visit the recommended websites and contact your lending institution to stay informed about the available programs designed to help businesses survive and get back to business when the COVID-19 pandemic restrictions are lifted.

www.sba.gov

www.uschamber.com

www.covid19.nj.gov

Please feel free to contact us for help with any questions or clarifications regarding any of the above information.

Stay safe and be well!

Sincerely,



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SBA COVID-19 ECONOMIC INJURY DISASTER LOANS AND LOAN ADVANCE INSTRUCTIONS

Per the SBA Website:

“In response to the COVID-19 pandemic, small business owners in all U.S. states are eligible to apply for an Economic Injury Disaster Loan advance of up to \$10,000.

The SBA’s Economic Injury Disaster Loan Program provides small businesses with working capital loans of up to \$2 million that can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing. The loan advance will provide economic relief to businesses that are currently experiencing a temporary loss of revenue. Funds will be made available within three days of a successful application, and this loan advance will not have to be repaid.”

APPLY AT: <https://covid19relief.sba.gov/#/>

Steps:

1. Access application via link listed above.
2. Complete the Eligible Entity Verification form
Most will choose “Applicant is a business with not more than 500 employees”
3. Review and Check all the following boxes listed
4. Choose continue to next page
5. You will need the following information to complete the next three pages:

a. Page One

Business Legal name

Trade name (same as business name if no trade name)

Employer identification number or social security number

Organization Type

Gross Revenues for the Twelve (12) months prior to the date of the Disaster (January 31, 2020)

Cost of Goods Sold for the Twelve (12) months prior to the date of the Disaster (January 31, 2020)

For Rental properties (Residential and Commercial)- Only: Lost rents due to the disaster

Primary Business address

Business phone

Business email

Date Business Established

Start date of current ownership

Business activity-choose from drop down menu

Detailed Business Activity-choose from drop down menu

Number of employees as of January 31, 2020

b. Page Two

Is the business owned by another business entity?

First name

Last name

Mobile phone number

Title/Office

Ownership Percent

Email

Social security number

Birth Date

Place of birth

Residential address

c. Page Three

Answer additional information questions

****CHOOSE "I WOULD LIKE TO BE CONSIDERED FOR AN ADVANCE OF UP TO \$10,000"**

Complete Banking information

Certify information and Submit

Print review pages

Print confirmation number