

## SBA Second Draw PPP Loan Overview

- If your business previously obtained a First Draw PPP Loan, that loan balance must be forgiven prior to obtaining a Second Draw PPP loan.
- To be eligible, your business must be able to demonstrate a minimum 25% quarter over quarter gross revenue loss for any quarter in 2020 when compared to the same quarter in 2019. Alternatively, your business will be eligible if it incurred a 25% reduction in annual gross revenue in 2020 compared with annual gross revenue in 2019. Documentation to support the quarterly or annual revenue loss must be submitted with your loan application.
- Eligibility is limited to those borrowers with less than 300 employees.
- As with First Draw PPP Loans, the loan amount will be equal to 2.5x average monthly payroll. You may use either 2019 or 2020 payroll as the basis for your payroll calculation. Note – If you want to use the same loan amount as your original CBGA First Draw PPP Loan which was based on 2019 salary expense, you do not need to re-calculate your loan amount or furnish additional payroll expense verification.

Note – Businesses categorized under NAICS Code 72 (Restaurants and Lodging) eligible for loan amount equal to 3.5x monthly payroll.

- At least 60% of the loan proceeds must be spent on payroll expenses to be eligible for forgiveness. The remaining funds can be used for other eligible expenses – primarily rent and interest expense on business debt. Loan proceeds must be spent within 24 weeks of loan closing. Loan forgiveness may be applied for once proceeds have been spent or upon the expiration of the 24-week covered period, whichever is earlier.
- The Second Draw PPP Loan Application (SBA Form 2483SD) is available on our website at [www.citizbank.com](http://www.citizbank.com). Upon completion, please return the application with documentation reflecting either qualifying revenue reduction described above. Additionally, if you want to use 2020 payroll expenses as the basis for your loan amount, you will need to submit documentation of those expenses. Please return completed applications and supporting documentation to our dedicated email account at [ppploans@citizbank.com](mailto:ppploans@citizbank.com). You will receive confirmation of receipt of your application at time of submission and closing instructions once SBA approval is obtained. Applications will be processed in the order received.

Note – All certifications on Page 2 of the application must be initialed as appropriate for your business to establish eligibility.

- Please direct any questions regarding the Second Round PPP Loans to us at [ppploans@citizbank.com](mailto:ppploans@citizbank.com).