



April 3, 2020

U.S. Treasury / SBA - Paycheck Protection Program

To assist Iowa State Bank in the processing of your request for the Paycheck Protection Program Application and the related verification required by Iowa State Bank, we are providing you the following checklist of document(s) required for the loan program:

- Completed Paycheck Protection Program Application (4/20 Version)
- Valid Business E-mail account and/or identified personal E-mail account with required verification
- Legal Entity Organizational Documentation
 - Corporation – Articles of Incorporation, By Laws, Corporate Resolution
 - Limited Liability Corporation – Articles of Organization, Operating Agreement, LLC Resolution
 - Partnership – Articles of Partnership and/or Certification by individual partners and documentation of the applicable K-1s related to partnership, Partnership Resolution
- Customer Identification Documentation
 - Driver's License (unexpired), Social Security #, Date of Birth and proof of address, if not current
- Payroll Documentation
 - 2019 W-2 Payroll Register – Detailed
 - If a new business in 2020, payroll register for 1/1/2020 to 2/15/2020
- Other Expense Documentation
 - Rent (lease agreement)
 - Mortgage Interest (note statement)
 - Utilities (utility invoice)
 - Other, as identified

At Iowa State Bank, we will be processing the requests as completed Paycheck Protection Program forms are completed with a priority on existing customers with an established operating and/or payroll account. We encourage all businesses to continue to work during this COVID-19 situation with their primary established bank as they are best able to serve you.

Once we have reviewed and processed your documentation, we will be contacting you by phone and sending you the required Promissory Note for electronic signature(s) and the authorization for the deposit of loan proceeds into your Iowa State Bank operating and/or payroll account.

As always, we appreciate your business relationship with Iowa State Bank and the opportunity to meet your financial needs during this difficult time.

Sincerely,

Your Iowa State Bank Loan Team