

To protect your information and provide a secure method of delivering your application and supporting documentation, Availa Bank has developed a Secured Sharefile link where your Application and Payroll Information can be submitted. The link is below.

<https://availabank.sharefile.com/remote/418a7b80-695f-440d-8450-833ec64d566a>

Once you click the link, you will be asked for your Email, First Name, Last Name and Company Name. After this information is entered, please drag all applicable files into the designated area and then click Upload. Once uploaded, these documents will be received by the Bank and go towards completing the processing of your Application.

A required field on the updated PPP applications is your business NAICS code. To determine the appropriate NAICS code for your business, please refer the link below.

[NAICS & SIC Identification Tools | NAICS Association](#)

### **Required Documents For Submission of Application**

#### **First Draw PPP Loan Applicants**

- Completed and signed SBA Form 2483
- 2019 or 2020 payroll documentation (payroll register, tax returns, financial statements, or payroll tax filing reports 940/941)
- If you are not currently an Availa Bank customer, provide Articles of Incorporation or Organization if applicable along with names and percentage of ownership for all individuals having a 25% or greater equity interest

#### **Second Draw PPP Loan Applicants (IF YOU RECEIVED FIRST ROUND PPP THROUGH AVAILA)**

- Completed and signed SBA Form 2483-SD
- Documentation verifying 25% reduction in gross revenue for same quarters in 2019 and 2020 (financial statements of state sales tax confirmations)

#### **Second Draw PPP Loan Applicants (IF YOU DID NOT RECEIVE FIRST ROUND PPP THROUGH AVAILA)**

- Completed and signed SBA Form 2483-SD
- Documentation verifying 25% reduction in gross revenue for same quarters in 2019 and 2020 (financial statements of state sales tax confirmations)
- 2019 or 2020 payroll documentation (payroll register, tax returns, financial statements, or payroll tax filing reports 940/941)
- If you are not currently an Availa Bank customer, provide Articles of Incorporation or Organization if applicable along with names and percentage of ownership for all individuals having a 25% or greater equity interest