**Enter information only in the gray form fields or use your mouse to activate check boxes.**

**Use tab key to navigate from section to section. Form fields will automatically expand as you type.**

**Form field shading will not appear when completed form is printed.**

**Section I – Business Information**

|  |  |
| --- | --- |
| **Business Name:** |  |
|  **d/b/a name, if any** |       |
| **Owner/Contact:** |       |
| **Business Address:** |       |
| **Type of Business:** |       |
| **Loan Amount Requested:** |       |
| **What is Loan For?** |       |

**Section II – Business Information**

|  |
| --- |
| 1. How long has the business been in turmoil, closed or how long do you anticipate it being in turmoil/ closed?       |
| 2. How many employees did the business have prior to Covid-19 Disaster?       |
| 3. What is the status of key employees in the business?       |
| 4. Are other staff able to work and are staff able to work remotely?       |
| 5. If leased, has the landlord offered any rent abatement or deferred payments? [ ]  N/A [ ]  Yes [ ]  No If yes, explain:        |
| 6. Have you spoken with your suppliers or vendors regarding payments? [ ]  Yes [ ]  No If yes, explain:        |
| 7. How are you letting customers know about your turmoil/closure or contingency plan?        |
| 8. Are Bank and all other loans/leases paid current? [ ]  Yes [ ]  No |
| 9. Have other creditors granted loan/lease modifications? [ ]  Yes [ ]  No If yes, what accommodations have been granted?       If no, do you plan on or need to request a modification?       |
| 10. Do you have any additional personal or business liquidity to supplement operations? [ ]  Yes [ ]  No If yes, how much?:        |
| 11. What are your expected collections over the next 30-60 days?        |
| 12. What is the long-term focus of the business?        |

**Section III – Hardship Statement and Additional Info**

|  |
| --- |
| Please provide a specific hardship statement for relief consideration.      |
| Use this section for any other information you may feel is beneficial to your relationship manager or the bank.      |