



SBA CARES Act

Paycheck Protection Program is for any small business with less than 500 employees (including sole proprietorships, independent contractors, and self-employed persons), private non-profit organizations or 501(c)(19) veterans organizations affected by coronavirus/COVID-19. The Paycheck Protection Program will be available through August 8, 2020.

The loan will be fully forgiven if the funds are used for payroll costs, interest on mortgages, rent, and utilities (due to likely high subscription, at **least 75%** of the forgiven amount must have been used for payroll). No collateral or personal guarantees are required. Neither the government nor lenders will charge small businesses any fees.

Forgiveness is based on the employer maintaining or quickly rehiring employees and maintaining salary levels. The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8-week period after the loan is made; and Employee and compensation levels are maintained.

Forgiveness will be reduced if full-time headcount declines, or if salaries and wages decrease.

This loan has a maturity of 2 years and an interest rate of 1%. Loan payments will be deferred for six months.

What qualifies as payroll costs (from the Final Rule that was passed):

Payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees; and for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation.

Individuals who receive 1099s cannot be included in the payroll costs. They must file for the payroll protection loan separately.

HOW TO APPLY:

Application Checklist – Existing Infinity FCU Members

Infinity FCU ask that you (step 1) complete the application, and (step 2) provide the documents you used to calculate your loan request to help expedite the application process.

1. Complete the [Payroll Protection Program – Borrower Application Form](#) (SBA Form 2483 (04/20)). Click [Apply Today!](#) to complete the Application. Please be sure all fields are completed including the Applicant section, and questions 5 and 6 that must be initialed.

2. After your application has been completed and submitted, please upload the supporting documents used to calculate the loan amount. [Click here to upload files via the secure portal](#). HINT: To upload the documents, they must be saved first, then you can upload them. Examples of supporting documents include:
 - Trailing 12-month Profit and Loss
 - 2019 Tax Returns
 - 2019 IRS Form 944 (annual) or 941 (quarterly so there should be 4 of them)
 - 2018 Tax Returns.
 - [Loan Amount Calculator](#) Spreadsheet showing loan amount calculation
 - Upload any reports or summaries compiled by your accountant or payroll company if they were used in conjunction with the calculator.

Not Yet Infinity FCU Business Member?

In addition to Steps 1 and 2 from above, you will be required to complete a Business Membership Application, including a Beneficial Ownership Form and the Resolution. Please note that if your business is registered with the State of Maine, it must be in Good Standing. [Click here to upload files via the secure portal](#).

3. [Infinity FCU Business Membership Application](#)
 - Be sure to include the documents needed based on your entity type. For example, if you are an LLC but your tax filing is an S-Corp, you must provide the documents for your LLC to establish membership.
4. [Beneficial Ownership Certification Form](#) – does not apply to Sole Proprietors
5. [Infinity FCU New Resolution Form](#)

Next Steps: Infinity FCU will review the application and request any additional materials, if necessary. If qualified, we will submit the request to the Small Business Administration (SBA) for funding. Once we have received confirmation, we will contact you to discuss the next steps.

This is not to be considered a commitment to lend on the part of the credit union, and additional information and documentation may be required to consider your loan request. If the items requested have not been received **within 14 days of the date of the request**, the application will be considered incomplete and we will be unable to give further consideration to it.