

**PLEASE NOTE: Applications submitted directly to this email address are not able to be processed. If you submitted an application, please return to the Banner Bank website and download the *INQUIRY* form located at this link: [CARES Act Paycheck Protection Program Inquiry Form](#). Then submit the INQUIRY form to this email address: [BannerSBACares@bannerbank.com](mailto:BannerSBACares@bannerbank.com).**

We can assist:

- Banner Bank and Islanders Bank clients with operations in Washington, Oregon, California or Idaho.
- Current Banner Bank and Islanders Bank clients with loans or deposit accounts as of April 1, 2020. (We regret we are unable to accept applications from non-clients at this time due to extraordinary volumes and additional regulatory identification requirements. If you are not a current Banner Bank or Islanders Bank client, we encourage you to contact your financial institution and refer back to [www.bannerbank.com](http://www.bannerbank.com) regularly as we will update our website promptly if we are able to accept non-client applications.)

**Once we have your INQUIRY form, our team will send you the application via a secure process.**

All messages to this email address will generate the same auto-response. The Banner Bank SBA CARES Loan Team will respond to you via telephone and will share individual team members' email addresses at that time.

Thank you for contacting Banner Bank regarding the newly enacted [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#). A member of the Banner Bank team will contact you with next steps as more details around the [SBA Paycheck Protection Program \(PPP\)](#) and other SBA loan relief programs become available in coming days.

In the meantime, you can help expedite processing by reviewing the qualification criteria and gathering details that will be required to process a loan request for your business or non-profit organization.

The Paycheck Protection Program (PPP) loans provide cash-flow assistance to employers who maintain their payroll during this emergency. Loan amounts will be determined by a formula to be established by the SBA as a multiple of average monthly payroll costs, up to a maximum loan amount of \$10MM. The PPP provides for potential loan forgiveness. If your business has already laid off employees, the program is retroactive to February 15, 2020, in support of returning laid-off employees to your payroll.

Eligible businesses and entities include:

- Businesses/entities in operation on February 15, 2020
- Small business concerns, as well as any business concern, a 501(c)(3) nonprofit organization, a 501(c)(19) veterans organization, or Tribal business concern described in section 31(b)(2)(c) that has fewer than 500 employees (full time, part time, contract employees, or any other status)
- For any business in the accommodations and food services sector, the 500-employee rule is applied on a per physical location basis
- Sole proprietors or independent contractors and eligible self-employed individuals
- Affiliation rules are waived for any business concern operating as a franchise that is assigned a franchise identifier code by the Small Business Administration, any small business concern in the accommodations and food services sector, and any company that receives funding through a Small Business Investment Company

Your Paycheck Protection Program (PPP) loans will need to include the following information. Gathering these materials in advance will help us respond to your request as quickly as possible.

- Documentation verifying the number of employees on payroll and pay rates, including IRS payroll tax filings and State income, Forms 1099-MISC, payroll and unemployment insurance filings, and income and expense from a sole proprietorship.
- Documentation verifying payments on covered mortgage obligations, lease obligations, and utilities
- An authorized representative of your business or organization will be requested to certify, (form to be provided by Banner Bank), among other qualifications, that the documentation provided is true and correct, that the business has experienced an adverse impact due to the Coronavirus pandemic, and that the business will use the loan proceeds to retain workers or make mortgage, lease, and utility payments.

We look forward to working with you during these challenging times.

Sincerely,

Banner Bank SBA CARES Loan Team



**Banner SBA CARES Act Team**

800-272-9933

Monday – Friday 7am – 7pm

E-mail: [BannerSBACARES@bannerbank.com](mailto:BannerSBACARES@bannerbank.com)

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