

As of January 20, 2020

Preparing for Your Online Paycheck Protection Program Loan Application

Getting started

Following these tips can help you prepare the information you will need and may prevent unnecessary processing delays. **You must be an existing Comerica business checking or business savings account customer prior to September 30, 2020.**

For program eligibility, guidelines and rules, visit SBA.gov and the [U.S. Department of the Treasury website](https://www.treasury.gov).

Who should complete this online application?

- Paycheck Protection Program (PPP) applications must be completed, certified and signed by an Authorized Representative of the applicant.
 - An Authorized Representative is a person who has the power and authority to apply for and sign the PPP application and other document(s) required for PPP loans on behalf of the borrower; and who is authorized to sign and to make certifications for and on behalf of the borrower and on behalf of each owner of 20% or more of the borrower's equity.
 - Comerica is not entering into agreements with Agents or paying Agent fees (as defined by the Small Business Administration [SBA] to include attorneys, accountants, consultants, or any other third-party entity representing the business).
- NOTE: The identity documentation requested is used to authenticate the applicant and any other owners as it relates to this loan request; it is not used to pull personal credit history.

What information will I be asked to provide?

- You can review the [First Draw Borrower](#) and [Second Draw Borrower](#) applications to get familiar with what you must fill out online via the Comerica Paycheck Protection Program Portal.
- Use the applications as a guide to help you collect the information required on the form for your Comerica Paycheck Protection Program Portal application. Only applications submitted through the portal will be accepted.

What references should I have at hand?

- Your Comerica Business Checking or Business Savings Account number
- Your Business Tax ID Number (TIN, EIN or SSN)
- Email addresses and dates of birth for the Authorized Representative and all owners with 20% or more ownership
- Legible front and back picture of the driver's license or state ID or U.S. passport for the individual signing as the Authorized Representative on the application

Tips for uploading

- Google Chrome is the recommended web browser. There may be some limitations when using MS Edge and Internet Explorer. The portal is not compatible with Firefox or Safari.
- Visit your online application dashboard to see the list of required documents you need to upload to support your loan request.
- Ensure your digital file is readable and meets the description of acceptable documentation provided below, including valid dates.
- Be careful to upload your file to the appropriate document folder to avoid delays in the processing of your application; you will NOT be able to replace your uploads if you return to log in for a future online session.

- You will only be able to upload ONE file per required document type; if you have multiple documents relevant to one upload, you must merge them into ONE digital file.
- Do not combine all your required documents into one electronic file; each required document must be uploaded to the appropriate document folder.
- Files must be .pdf, .jpg, .png, .jpeg, .xlsx, .docx, or .zip. Other file types will not be supported.
- Document name must be less than 80 characters, including the file extension.
- Document name cannot contain any special characters (e.g., #, %, \$).
- The SBA has set a 35MB file size limit; compress your files and/or adjust their resolution while still maintaining legibility to ensure they meet this size constraint. Learn how to do this for [Microsoft](#) or [Apple](#) operating systems. (Note, these links are provided for your convenience; we did not generate this content and we cannot guarantee it is accurate or current. Additionally, you may wish to use one of the available third-party apps that can combine files into a single PDF. Comerica does not endorse a specific app for this purpose.)
- If a single document is more than 35MB, its pages can be split using the additional five (5) "Other Document" placeholders.
- If there are multiple documents with less than 5MB, use the "Other Document" placeholders. Additional "Other Document" placeholders can be added by processors based on your needs.
- After you've uploaded all the required documents, the status of your application should move to "Underwriting" (refer to the "Your Application Status" tile in the upper right corner of your dashboard).
- We will review your application details and email you if additional information is needed or notify you to check the Message Center in your online application dashboard.

General documentation guidelines

- Supporting documentation should include the applicant name(s), matching the applicant name(s) and Tax ID on document (when applicable), date(s) and amount(s). For payroll documentation, the gross amount of payroll is required.
- Please highlight the amounts entered into the application on the submitted documentation and/or include a summary for each of the eligible expense amounts to reconcile the amounts on the documentation with the amounts entered into the application.

Supporting documentation:

- **In business as of 2/15/20** – evidence of payroll around this date – acceptable supporting documentation includes:
 - Payroll processor records
 - Payroll tax filings (e.g., 941 Quarterly forms [all 4Q] or 944 Annual), or Form 1099-MISC
 - Income and expenses from a sole proprietorship
 - Other supporting documents or bank statements for eligible payroll not included in the standard tax forms (e.g., health care-related documents)
- **Payroll information** – 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. Please refer to the SBA application for a full definition. Acceptable supporting documentation includes:
 - Payroll tax filings (e.g., 941 Quarterly forms [all 4Q – MOST PREFERRED] or 944 Annual), or Form 1099-MISC
 - Payroll processor records
 - Income and expenses from a sole proprietorship
 - Other supporting documents for eligible payroll not included in the standard tax forms (e.g., health care-related documents)
- **Vacation or parental, family, medical or sick leave** – Payroll processor or internally prepared payroll report are both generally acceptable.

- **Allowance for separation or dismissal** – Payroll processor or internally prepared payroll report are both generally acceptable.
- **Benefits (group health coverage, insurance premiums, retirement, group life, disability, vision or dental insurance)** – Only employer-paid portions are eligible. Acceptable supporting documentation includes:
 - Invoices from providers
 - Payroll reports
 - Premium notices
 - Retirement fund provider notices with employer contributions provided
- **Payment of state and local payroll taxes** – Should not include payment of federal taxes (FICA, Social Security, etc.). Only employer-paid portion is eligible (not employee withheld). Acceptable supporting documentation includes:
 - Payroll reports
 - Bank statements
 - State unemployment forms
- **EIDL Loan (for First Draw Loans)** – If EIDL refinance requested, include a copy of note and EIDL loan number. Should be loan amount less any “advance.”
- **Revenue Change Calculation (for Second Draw Loans >\$150,000)** – The primary sets of documentation Applicants can provide to substantiate their certification of a 25 percent gross receipts reduction (only one set is required) are as follows:
 - **Quarterly financial statements** for the entity. If the financial statements are not audited, the Applicant must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy. If the financial statements do not specifically identify the line item(s) that constitute gross receipts, the Applicant must annotate which line item(s) constitute gross receipts.
 - **Quarterly or monthly bank statements** for the entity showing deposits from the relevant quarters. The Applicant must annotate, if it is not clear, which deposits listed on the bank statement constitute gross receipts (e.g., payments for purchases of goods and services) and which do not (e.g., capital infusions).
 - **Annual IRS income tax filings** of the entity (required if using an annual reference period). If the entity has not yet filed a tax return for 2020, the Applicant must fill out the return forms, compute the relevant gross receipts value (see Question 5), and sign and date the return, attesting that the values that enter into the gross receipts computation are the same values that will be filed on the entity’s tax return.

How can I get help with my Account or TIN data or Portal Eligibility Date?

If you have questions or concerns regarding your Account or TIN data or Portal Eligibility Date, please contact our Comerica Contact Center at 800.979.0850, Monday through Friday from 8 a.m. to 9 p.m. ET and Saturday from 8 a.m. to 5 p.m. ET.

Using the Online Application Portal

IMPORTANT

Please carefully read the instruction information at the top of each screen because it is specific to that application section.

How do I fix information I entered incorrectly?

- If you've incorrectly entered information in your application, you can return to previous pages to edit **prior** to submitting the application only (from the left navigation pane).
- **IMPORTANT:** Once the application is submitted, you will be unable to edit any fields.

Can I save and return to complete my application later?

- Click "**Save and come back later**" at the bottom of any completed loan application screen.
- When you return to your portal dashboard, you can view and edit any existing application using the left navigation pane.

How do I upload my documents?

- **IMPORTANT:** After you acknowledge and submit your application, you must follow the screen instructions to return to the Upload Documents section.
- Drag and drop ONLY ONE document at a time and ensure it is fully uploaded before starting the next one.
- Ensure that you upload all required documents identified in your portal dashboard; document requirements are based on your application responses.
- Missing required documents will cause delays in processing your application.

If we request for you to complete an application through our secure email process (i.e., outside of the Comerica Paycheck Protection Program Portal), the following additional guidance is applicable. This process is only being used for rare exception cases that we are unable to process in our portal.

Additional general guidance:

- The “Primary Contact” and “Email Address” field of the Application must be populated with the Authorized Representative’s information.

Which business name is appropriate?

- Business legal name needs to match exactly as it is on your filed entity formation documents, including punctuation (e.g., Inc.).
- DBA or trade name needs to match as it is on your filed fictitious name certificate or like document, if applicable.

What additional information will I be asked to provide?

- Signed and completed SBA Application:
 - [First Draw Borrower](#)
 - [Second Draw Borrower](#) – Application must include SBA Loan Number and Loan Amount if First Loan was not with Comerica.
- “Year of Establishment” field should be populated in MM/DD/YYYY format.
- Calculation Support for Average Monthly Payroll Amount
 - Provide the details of the calculation of the average monthly payroll figure provided on the first page of the application form. For additional information, please refer to the [SBA's guidance on How to Calculate the Loan Amount](#).
- Comerica Business Checking or Business Savings Account number for funding:
 - Include in the body of the encrypted email when submitting Application Package
 - *Entity Name and TAX ID Number of PPP Applicant must match Entity Name and TAX ID Number on funding Checking or Business Savings Account number.*

Demand for this program is extremely high. All institutions that are accepting applications cannot guarantee how quickly the volume of applications can be processed and prepared for submission to the SBA, or guarantee that funds will still be available at the time an application reaches the submission stage.