

## **Keybank Paycheck Protection Program**

The Small Business Administration ("SBA") has released its updated guidance and application late this evening. We will incorporate the finalized application and rules into our platform and begin taking applications Friday, April 3. We will notify you when our system is available and ready to accept your application.

We recommend gathering the following documents and information:

- Payroll records from the past twelve months including compensation for any individuals in excess of \$100,000 or individuals whose principal residence is outside the United States.
- Entity formation documents (e.g., articles/certificate of incorporation and bylaws; articles of organization and operating agreement; partnership agreement and filed partnership certificate; trustee certification; or trade name certificate (DBA))

We appreciate your patience and look forward to helping you during this challenging time.