



## HSBC Paycheck Protection Program (PPP) Loan Application

To apply for the Paycheck Protection Program through HSBC you must meet the government standards for eligibility and the following HSBC specific criteria:

- ◆ Must be an existing US business customer
- ◆ You must use a US HSBC account for payroll

### Business Contact Information:

Business Legal Name	<input type="text"/>
Business Address	<input type="text"/>
Business Phone Number	<input type="text"/>
Primary Contact Name	<input type="text"/>
Primary Contact Email	<input type="text"/>
Primary Contact Phone Number	<input type="text"/>

Was your business in operation on February 15, 2020? Yes No

If known, what is the name of your current HSBC Relationship Manager?

What is the email address of your HSBC Relationship Manager?

### Loan Amount Information:

Loan amount from Paycheck Protection Program Application

Number of Jobs from Paycheck Protection Program Application

Paycheck Protection Program Application Form			OMB Control No.: 3245-0407 Expiration Date: 09/30/2020	
<input type="checkbox"/> Ind. Cont. <input type="checkbox"/> Self Employed <input type="checkbox"/>		DBA or Tradename if applicable		
Business Legal Name				
Business Primary Address		Business TIN (EIN/SSN)	Business Phone	
		( ) -		
		Primary Contact	Email Address	
\$	X 2.5 equals Loan Amount: \$	Number of Jobs		
<input type="checkbox"/> Payroll <input type="checkbox"/> Rent / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain):				

I affirm that the average monthly payroll was calculated according to government standards stated as:

For purposes of calculating "Average Monthly Payroll", most Applicants will use the average monthly payroll for 2019, excluding costs over \$100,000 on an annualized basis for each employee. For seasonal businesses, the Applicant may elect to instead use average monthly payroll for the time period between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee. For new businesses, average monthly payroll may be calculated using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee.



From your IRS Form 941, please enter the values from box #2 for each of the following quarters:

Q1 2019

Q2 2019

Q3 2019

Q4 2019

Q1 2020 (if you weren't  
operational in 2019)

What is your monthly average payroll amount based on?

2019 Annual Average

2019 Q1/Q2 Average  
(I am a seasonal business)

2020 Average from  
January 1 – February 29, 2020  
(I am a new business)

## Payroll Details:

Do you use an HSBC account to fund payroll for your business?

Yes

No

What are the last 6 digits of the HSBC account number used for payroll?

What payment method do you use?

ACH

Check

3<sup>rd</sup> party payroll processor (ex: ADP) What company do you use?

Other

What is the last date on which payroll was processed? (mm/dd/yyyy)

How often is your payroll processed?

Weekly

Bi-weekly

Monthly

Bi-monthly

Other

**If approved, I acknowledge that the loan documents need to be signed by an authorized signer in accordance with the company resolutions.**

We will email the loan documents to an authorized signer for electronic signature.  
Please indicate who you would like us to send the loan documents to:

Name of authorized signer

Email address of authorized signer

Phone number of authorized signer (must be  
a mobile or direct line without an extension)

I (print name) certify to the truth of my statements above.

Date (mm/dd/yyyy)