



January 15, 2021

Dear PPP Loan Customers,

I hope this email finds everyone safe and well. We are writing to inform you of how the new Economic Aid Act affects your existing PPP loan and any new PPP requests.

The previous PPP loan program ended on August 10, 2020 with funds still available. On December 27, 2020, the new Economic Aid Act (EAA) was approved and became law. This new aid package is intended for small businesses, nonprofits and others who have been adversely affected by the COVID-19 pandemic. In addition to reopening applications for certain first-time PPP borrowers, it also creates an opportunity for a second draw for certain existing PPP borrowers. Be assured, as soon as the SBA begins accepting applications for second draw requests our team will be ready to assist you through the new process.

Qualification requirements include:

- Gross receipts must have dropped 25% from 2019 (may be any quarter from 2019 versus the same quarter in 2020)
- Full year 25% reductions are accepted
- Must have 300 or fewer employees

Please contact your loan officer with any questions and to initiate any new or additional requests.

Included in the new EAA package is a more simplified forgiveness application for loans under \$150,000. This forgiveness application has not yet been finalized by the SBA, but should be completed and available within the next few days. We will be sending out forgiveness applications as soon as they become available.

We will begin processing applications for both programs (first and second draw loans) on Tuesday January 19, 2021 and will continue through March 31, 2021. We continue to stress patience as everyone prepares to handle and process this next round. As time passes, we expect the process to become more efficient.

You may have received a year-end statement for your PPP loan. Please note there is no payment due at this time. This statements is intended only to show your annual loan summary. No action is required.

Thank you for choosing Queensborough National Bank & Trust to work with you throughout this process.

Sincerely,

William F. Easterlin, III

