

# The Fort Jennings State Bank

120 N Water Street PO Box 186 Fort Jennings, Ohio 45844  
Telephone: 419-286-2527 Facsimile: 419-286-2409 www.fjsb.com

***“the Bank of choice”***

PLEASE COMPILE THE FOLLOWING ITEMS AND RETURN TO THE BANK  
WITH THE COMPLETED AND SIGNED  
PAYCHECK PROTECTION PROGRAM APPLICATION (SBA Form 2483):

- Payroll report for all employees on or around February 15, 2020.
- 2019 Form W-3 (preferred) or 2019 Form 940
- Payroll report listing 2019 gross wages for each employee, including officers if paid W-2 wages.  
Your accountant may be able to assist you in assembling the above.
- If you are unable to produce the above items, reports generated by your accounting software can be submitted or, should you use a basic system for business accounting, a printout of your check register detailing wages, tips, etc. paid can be used.

TO REQUEST FORGIVENESS OF ALL OR A PORTION OF THE  
PAYCHECK PROTECTION PROGRAM LOAN,  
AT THE CONCLUSION OF 8 WEEKS FROM THE DATE OF THE LOAN,  
THE FOLLOWING DOCUMENTATION WILL NEED TO BE PRESENTED TO THE BANK:

- Payroll report listing gross wages for each employee, including officers if paid W-2 wages, for the 8-week period following loan origination.
- Rent payments made following loan origination.
- Mortgage interest paid following loan origination.
- Utilities paid following loan origination.

Following loan funding, at least 75.0% of loan proceeds are required to be used for payroll expenses in order to receive loan forgiveness.

Columbus Grove Office  
302 Delphos Road  
Columbus Grove, OH 45830  
419-659-2527

Continental Office  
405 Benton Road  
Continental, OH 45830  
419-596-2527

Leipsic Office  
12 E Main Street  
Leipsic, OH 45856  
419-943-2528

Ottawa Office  
1300 N Locust Street  
Ottawa, OH 45875  
419-523-3013

Ottoville Office  
120 E Main Street  
Ottoville, OH 45876  
419-453-2527