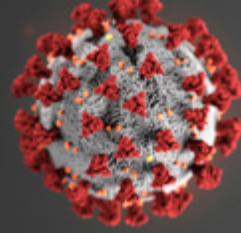




# COVID-19 RESOURCES



We are undoubtedly facing difficult times due to the hardships caused by the COVID-19 pandemic. As you, your family or your business endure economic setbacks from COVID-19, please know that SFB is here to help you in whatever way we can. The following resources may be of assistance to you:

## NEW PPP FORGIVENESS APPLICATION IS HERE!

The Small Business Administration (SBA) recently provided updated guidance on the Payment Protection Program (PPP) including revised PPP Forgiveness Applications.

SBA has provided two different Forgiveness Application forms:

- [SBA Form 3508EZ](#)
- [SBA Form 3508](#)

### INSTRUCTIONS

Complete instructions on how to complete both forms are available here:

- [Instructions for SBA Form 3508EZ](#)
- [Instructions for SBA Form 3508](#)

## WHICH FORM SHOULD YOU USE?

You can apply for forgiveness of your PPP loan using [SBA Form 3508EZ](#) if you can answer **YES** to at least **ONE** of the following three statements:

1) The borrower is self-employed individual, independent contractor or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

2) The borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the covered period of the alternative payroll covered period (click here for definition of defined period) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at annualized rate of pay in an amount more than \$100,000);

-- AND --

The borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the covered period. (Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020. Also ignore reductions in an employee's hours that the borrower offered to restore and the employee refused. [See form for more details.](#)

3) The borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the covered period or the alternative payroll covered period compared to the period between January 1, 2020 and March 31, 2020.

-- AND --

The borrower was unable to operate during the covered period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID 19.

If you answered yes to one of the three statements, then complete the [SBA Form 3508EZ](#).

## IF YOU COULD NOT ANSWER YES

If you could not answer yes to one of the three statements described above, then you need to complete the [SBA Form 3508](#).

## WHERE TO SUBMIT APPLICATION

Once you have completed the correct application, please submit your application directly to your SFB relationship manager.

## WE'RE ALL IN

The state of Wisconsin is currently accepting applications for a new small business grant program entitled "We're All In." This Wisconsin Economic Development Corporation (WEDC) grant is designed to help small businesses get back on their feet while also encouraging adoption of best practices to keep employees, customers and communities safe.

### ELIGIBILITY REQUIREMENTS

To be eligible, the business must be a Wisconsin-based, for profit business that employs 20 or fewer full-time equivalent employees. Farms are not eligible for this program. For a full description of the program and to find out if your business is eligible, [visit here](#).

### DOCUMENTS NEEDED

For a list of documents required, [visit here](#). Please note that the application requires a letter of acknowledgment from a community organization indicating your business was in operation in February 2020. If you would like SFB to provide this letter for you, please contact your [loan officer](#) or customer service at 888-254-0615.

### TO BEGIN APPLICATION

To begin the process, [visit here](#).

### DEADLINE

The deadline to apply is **Tuesday, June 23**.

## WISCONSIN FARM SUPPORT PROGRAM

Enrollment for this federally-funded program, which will provide \$50 million of relief to farmers that suffered economic damages in 2020 as a result of COVID-19 pandemic, begins today through June 29.

The minimum amount awarded is \$1,000 and the maximum amount is \$3,500. The amount allocated is based on the amount of gross farm income in 2019. The Department of Revenue will begin issuing payments on July 15th. You may request to have the money direct deposited to a bank account or receive a check in the mail.

### APPLICATION

An application is available online at [here](#). If you cannot apply online, call 608-266-2722.

**Deadline: June 29.**

## SFB LOBBIES NOW REOPENED

Effective June 1, all SFB lobbies have been reopened. In preparation, we have followed the guidance and direction of our local health departments in effort to best protect the health and safety of both our clients and employees.

With that in mind, when you visit you will notice a few changes including:

### SHIELDS

We have installed plexiglass guards in all of our teller windows. Guards also are available when meeting with other bank personnel.

### SOCIAL DISTANCING

Signage has been installed as a reminder to help keep at least six feet of distance. We appreciate your cooperation in helping maintain social distancing.

### MASKS

Clients are welcome to wear a mask in our lobby; however, you may be asked to temporarily remove it to identify yourself.

### LIMITED ENTRANCES

Only one entrance will be open at each location.

### TEMPORARY CLOSURE OF RESTROOMS AND WATER FOUNTAINS

To help prevent the potential spread of COVID-19, restrooms and water fountains will be closed to non-employees.

### CLEANING

We have increased our frequency of our cleaning and have implemented measures to disinfect areas throughout the day.

We will review these procedures on a regular basis and adjust them accordingly.

## PAYMENT PROTECTION PROGRAM

An important provision in the Coronavirus Aid, Relief and Economic Security (Act) is the Paycheck Protection

Program, which allocates almost \$350 billion to support emergency loans to qualifying businesses. This program, which is administered by the Small Business Administration (SBA), provides emergency lending to help small businesses cover operating expenses such as payroll, rent and utilities. Portions of the loans may be forgiven if a business satisfies certain conditions, such as maintaining payroll during the crisis or restoring their payroll afterward.

Our SFB team helped more than 375 businesses and farmers secure more than \$50 million in financing through this program.

- More Information on Program Can Be Found [Here](#)
- [Contact Your Existing SFB Lender for More Details](#)

## BANK UPDATES

### DO WE HAVE YOUR EMAIL ADDRESS?

During times like we are experiencing now, it is important that we have your most up-to-date contact information. Are you receiving SFB's monthly email communications? If not, please contact customer service and update your account. Our customer service representatives can be reached at 888.254.0615 or at [customerservice@sfbank.com](mailto:customerservice@sfbank.com).

### DRIVE-THRU OPEN

We will continue to offer regular drive-thru services during office hours. In addition, our night deposit box will remain open.

### MOBILE BANKING

We encourage all our clients to utilize mobile banking whenever possible. Through this service, many of our financial services are available right from the convenience and safety of your home. You can view accounts and transfer funds, pay bills, make a deposit and view statements, notices and checks. Our SFB mobile app is available to download [HERE for Apple](#) and [HERE for Google Play](#).

### ATMS

SFB provides cash access at the drive up ATM 24 hours a day in our Bloomer, Durand and Eau Claire locations. In addition, SFB debit cards can be used at any MoneyPass® location without paying a surcharge.

To find a MoneyPass® location, visit <https://moneypass.com/atm-locator.html>.

## AVOID SCAMS RELATED TO COVID-19 VIRUS

Now more than ever, be alert to a variety of scams related to the COVID-19 virus. Here are a few helpful reminders and tips:

- Do not respond to calls, emails or other communications claiming to be from the U.S. Treasury Department and offering COVID-19 related grants and stimulus payments in exchange for personal financial information or a fee of any kind. If you receive this message, file a complaint with the FBI at [www.ic3.gov](http://www.ic3.gov).
- Be cautious if you're being pressured to share any information or make a payment immediately.
- It is always a good idea to check on a non-profit before making a donation. You can confirm the organization by calling them or going to their website.

### ADDITIONAL TIPS AVAILABLE HERE

The Department of Justice also provides a list of precautionary measures for Americans to protect themselves from known and emerging frauds related to COVID-19. For helpful tips, visit [here](#).

## QUESTIONS

As always, SFB's Customer Service team is ready to help with any questions or concerns. You can contact us at 888.254.0615 or [customerservice@sfbank.com](mailto:customerservice@sfbank.com).