



## COVID-19 Response Update

To our local community—Salinas, Monterey Peninsula, and South County,

As we continue to navigate the many facets of the rapidly changing COVID-19 situation, our first thought is for the health and safety of the people and businesses impacted by these unprecedented circumstances.

I want you to rest assured that the team at Pacific Valley Bank is committed to doing everything we can to protect and support the well-being of our team members, clients, and community.



Anker Fanoë  
President & CEO

### CARES ACT PAYCHECK PROTECTION PROGRAM SUMMARY

*The Paycheck Protection Program is a federal loan program aimed at helping businesses who have been substantially impacted by COVID-19 to retain their workforce.*

- **Eligibility:** Any businesses, nonprofit organizations, veterans' organizations or tribal businesses in operation on February 15, 2020 with up to 500 employees, for whom the borrower paid salaries and payroll taxes.
- **Funds Usage:** 75% of the funds must be used for payroll and related costs; the remaining 25% can be used for:
  - Mortgage payments
  - Rent
  - Utilities
  - Interest on debt obligations incurred before February 15, 2020
- **Loan Payment Deferral:** Loan payments can be deferred for up to 6 months.
- **Loan Terms:** Loan amounts can be up to the equivalent of 2.5 months of the business' average 2019 monthly payroll costs. Payroll costs will be capped at \$100,000 annualized for each employee.
- **EIDL Loans and Paycheck Protection Program:** Businesses that have received or will receive EIDL (Economic Injury Disaster Loans) between February 15, 2020 and June 30, 2020, have the option to refinance these loans under the parameters of the Paycheck Protection Program, with outstanding amount of the EIDL loan being added to the payroll sum within the Paycheck Protection Program loan.

## CARES ACT PAYCHECK PROTECTION PROGRAM SUMMARY (CONTINUED)

- **Eligibility for Loan Forgiveness:** Loan forgiveness amounts are predicated upon maintaining staffing levels and other allowable costs during the covered periods (8 weeks from loan origination). Calculation of amount forgiven is based on total payroll cost and payments made on debt during covered period, less the percentage of layoffs during the covered period as well as any salary reduction that exceeds 25% of the individual's salary. Documentation for loan forgiveness will include Federal and State tax filings, financial statements verifying payment of debt obligation and other documentation.

### ***Information is Subject to Change***

*Loans issued by Pacific Valley Bank are subject to approval with the Small Business Administration program and other eligibility guidelines. Certain restrictions apply to refinancing options and are subject to program terms. Refinances of existing SBA loans are excluded. Financing maximums and terms are determined by borrower qualifications and use of funds.*

## **CURRENT Pacific Valley Bank Clients**

We are now accepting applications from current PVB customers. To begin the application process, please click [here](#) to access the form. Once completed, please send an email to [PPP@pacificvalleybank.com](mailto:PPP@pacificvalleybank.com)<sup>(1)</sup> to request a secure file sharing link. Do not send your application or any of the additional documentation until you have received the secure file sharing link.

A member of our team of local Relationship Managers will contact you. Applications will be processed in the order they are received.

In addition to your completed application, please also submit the following documentation:

### **You will need ONE of the following tax documents:**

- Form 940 or 941 for 2019: Employer's QUARTERLY Federal Tax Return, for all four quarters of 2019, for the first quarter of 2020, or as close to the date as possible.

### **You will also need:**

- Summary of borrower's payroll registry on or around February 15<sup>th</sup>, 2020.
- Documentation reflecting the health insurance premiums paid for the company for the immediately preceding 12 months.
- Documentation of all retirement plan funding for the immediately preceding 12 months; copies of work papers, schedules and remittances to the retirement plan administrator should suffice.
- Entity documentation sufficient to satisfy PVB's standard BSA protocols.

### **Additional requirements:**

- Incomplete applications, or applications submitted without complete documentation, will be delayed.
- Tax and payroll documents submitted must be fully accessible (no password protected documents).
- Applications will NOT be accepted from:
  - Businesses with one or more loans 30+ days late in repayment
  - Businesses with loans that have charge-offs
  - Businesses in bankruptcy

## PROSPECTIVE CUSTOMERS

Pacific Valley Bank is committed to supporting local Monterey County area businesses navigate COVID-19 loan relief options. As part of the new CARES Act stimulus package, the Paycheck Protection Program is a federally backed loan program designed to provide relief to businesses who have been impacted by COVID-19.

If you're a non-PVB client interested in the Paycheck Protection Program, please send your contact information to [PPPrequest@pacificvalleybank.com](mailto:PPPrequest@pacificvalleybank.com)<sup>(1)</sup> and we'll notify you when we begin accepting applications from the general public.

<sup>(1)</sup> Send contact information or a request for a secure link ONLY to this email address; do NOT send applications.

[www.pacificvalleybank.com](http://www.pacificvalleybank.com)

SALINAS  
831.771.4330

MONTEREY  
831.645.6560

KING CITY  
831.385.2200

April 2, 2020



## COVID-19 Response Update

Pacific Valley Bank appreciates our business clients and their contributions to the communities we serve. As a community bank and locally based business, we understand the current challenges and the potential long-term implications associated with the impact of COVID-19 on business operations. We want to assist you in identifying potential options and resources to minimize the financial impact on your business during this time. The Small Business Administration (SBA) and the Department of Treasury have begun releasing the information that will guide the programs created through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Click [here](#) to learn more about each of the programs and the resources available to small businesses including:

- Paycheck Protection Program Loans
- Small Business Debt Relief Program
- Economic Injury Disaster Loans and Emergency Economic Injury Grants
- Small Business Counseling
- Small Business Contracting
- Small Business Tax Provisions

There will be an overwhelming demand for these resources so we encourage you to take prompt action.

Unique circumstances merit unique solutions and we are here to help. Pacific Valley Bank has a solid financial position and a management team committed to our staff and community. Please contact your Relationship Manager or Branch Manager to start a conversation.

[www.pacificvalleybank.com](http://www.pacificvalleybank.com)

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KING CITY  
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March 25, 2020



## COVID-19 Response Update

As previously stated, Pacific Valley Bank values the well-being of its clients, employees, and neighbors in the community. Our changes to the way we are currently operating reflect our commitment to protecting the health and safety of our employees and the communities we serve while maintaining a level of service to our customers that minimizes potential disruptions.

As of now, all branches remain open for business and we are adhering to the CDC guidelines for best practices during a pandemic.

Here's a summary of where you'll see temporary changes to our normal business operations:

- As of 03/17/2020, [services for opening new accounts](#) are not available on a walk-in basis. For customers with an urgent need, we ask that you call any of our branches to determine how we can assist you.
- The number of customers in the branch at any one time has been limited based on the size of each location: [Salinas \(5\)](#) – [Monterey \(2\)](#) – [King City \(2\)](#).
- Effective 03/26/2020, [lobby hours for all branches will be 10:00AM to 3:00PM](#), Monday through Friday. All deposits placed in a Pacific Valley Bank Night Drop or ATM after 4:00PM will be processed the following business day.

In addition to a Pacific Valley Bank ATM at each branch location, Pacific Valley Bank is partnered with the MoneyPass® ATM Network to provide our debit card customers with access to surcharge-free ATMs in your local area. Please visit our website, [www.moneypass.com](http://www.moneypass.com), or the Pacific Valley Bank Mobile Banking App to locate a MoneyPass® ATM near you.

We encourage you to take advantage of the online and mobile banking options available through our website. For your personal online banking needs, enrollment may be completed online. For business online banking needs, please call any of our branches for more information.

We appreciate your patience and understanding as we adapt to current circumstances. Please let us know how we can assist you.

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