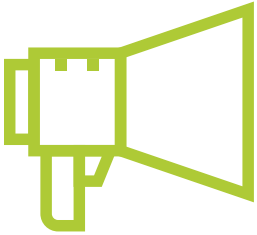


Important SBA Paycheck Protection Program (PPP) Loan Forgiveness Update



Thank you again for trusting Quad City Bank & Trust as your partner through the Paycheck Protection Program (PPP) loan process. As we wait for official guidance on how to request loan forgiveness, we wanted to give you some tips on how to prepare to make the request. The following should help you organize your documentation and start to prepare your file as we wait for more information from the SBA.

1. Make sure you use the proceeds for eligible expenses
2. Use 100% of the proceeds within 8 weeks of funding
3. Document how all proceeds are used and be prepared to provide the following items
 - a. Copy of Lease Agreements for any rent paid
 - b. Copy of Mortgage Note and Statements for any interest paid
 - c. Payroll Records that includes the total headcount and amount paid to each employee
 - d. Copy of Healthcare invoices or statements for amounts paid
 - e. Copy of Documentation to support Retirement Compensation paid
 - f. Copy of Utility Bills for any utilities paid
 - g. Bank Statements that show the loan proceeds being deposited and then expenses being paid
 - h. Copies of Canceled Checks may be required for items paid by check

Our team will be in touch over the coming weeks as the PPP loan forgiveness application and additional resources becomes available. We appreciate your patience as we work through this process together.