



Instructions for Completing the Paycheck Protection Program

Please be mindful of the following instructions when completing the Paycheck Protection Program Application:

Business Legal Name

- Please note: If you file your business income on Schedule C, place your personal legal name in the "Business Legal Name" field. You will then list your "DBA or Trade Name" in the section noted to the right and use your Business EIN in the "Business TIN (EIN, SSN)" section.

Number of Jobs

- This is the number of Full Time Equivalents (FTE's) for the period ending 2/15/2020.

**For further assistance with your application process, please contact:
covid19@hnbbank.com**