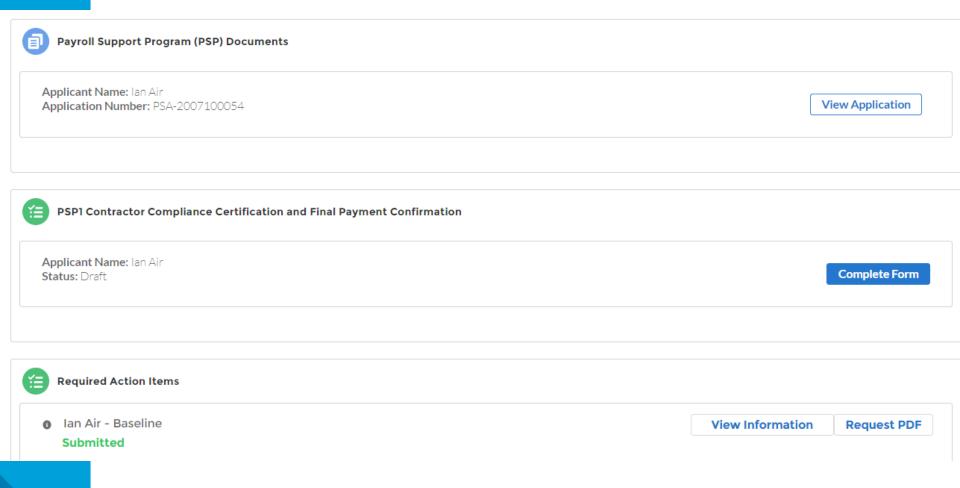




Step 1: Application Homepage (PSP1)





Step 2a: Welcome





CARES Administration Hub

Welcome - PSP1 Contractor Certifications

User Instructions

Certification of Continued Compliance

Final PSP1 Payment

PSP1 Recall Requirements

Contractor Certification Regarding Waiver of Employee Recall

Validation of PSP1 Award Amount

Re-Certification of your PSP1 Sworn Financial Statement

Penalties and Authorizations

PAYROLL SUPPORT PROGRAM CONTRACTOR COMPLIANCE CERTIFICATION AND FINAL PAYMENT CONFIRMATION

BACKGROUND

Thank you for logging into the contractor certification portal for participants in the first Payroll Support Program (PSP1) established under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), as amended.

As a contractor that received PSP1 financial assistance, you must certify your compliance with all applicable PSP1 requirements, including certain new statutory requirements under the PSP1 to recall involuntarily furloughed employees. In addition, you must indicate whether you would like to receive a final PSP1 payment, related to the calculation of the final proration of awardable amounts, equal to approximately 25 percent of the amount you have already received. Finally, you must either re-certify that your PSP1 sworn financial statement does not include ineligible amounts or identify any ineligible amounts that were included in the statement.

Specifically, you must complete the following actions in the screens that follow where applicable:

- 1. If you have spent any PSP1 funds after December 27, 2020, you must certify that you are in compliance with new PSP1 requirements that extend the prohibitions on certain involuntary furloughs or reductions of wages, salaries, or pay rates; share buybacks; and dividends, in accordance with Section 412 of Division N of the Consolidated Appropriations Act, 2021 (PSP Extension Law). These restrictions apply to you even if you do not elect to receive the final proration payment.
- 2. If you had PSP1 funds remaining as of December 27, 2020, and you involuntarily furloughed employees or reduced pay rates and benefits between March 27, 2020 and the date on which you entered your PSP1 agreement, you must certify that you are have issued recall notices to certain employees that were previously involuntarily furloughed, or request a waiver from issuing such recall notices, in accordance with the PSP Extension Law. You will be prompted to enter data confirming your recall notice requirements (where applicable).
- 3. You must elect whether to receive the final PSP1 payment of approximately 25 percent of the PSP1 amount you have received to date. These PSP1 funds will be subject to the terms and conditions applicable to the Recipient under the PSP1 Agreement, including the requirements of the PSP Extension Law, such as the prohibition on involuntary furloughs until all PSP1 funds are expended.
- 4. If you did not complete an application for additional financial assistance under PSP2 pursuant to the PSP Extension Law, you must re-certify the amounts you included in your PSP1 sworn financial statements used to determine your PSP1 awardable amount. If you completed an application for PSP2, you will not need to perform this re-certification again.

You are completing these forms and certifications on behalf of the Recipient and all Affiliates participating in the PSP1. All capitalized terms have the meaning set forth in the Payroll Support Agreement. Please proceed to complete the certification.



Step 2b: User Instructions





CARES Administration Hub

Welcome - PSP1 Contractor Certifications

User Instructions

Certification of Continued Compliance

Final PSP1 Payment

PSP1 Recall Requirements

Validation of PSP1 Award Amount

Penalties and Authorizations OMB Control Number

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB. The estimated burden associated with this collection of information is two hours per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address.

User Instructions

Please complete each field and, if required, provide supporting explanations and documentation. The portal has several sections that are listed in the tabs to the left.

After completing a section, you must click the "Save" button to save information and the "Next" button at the bottom right corner of the screen to advance (when appropriate).

You may save a form in progress and return to it later to complete it or change it. To save your work in progress, you must click the "Save" button in the bottom right corner of the screen.

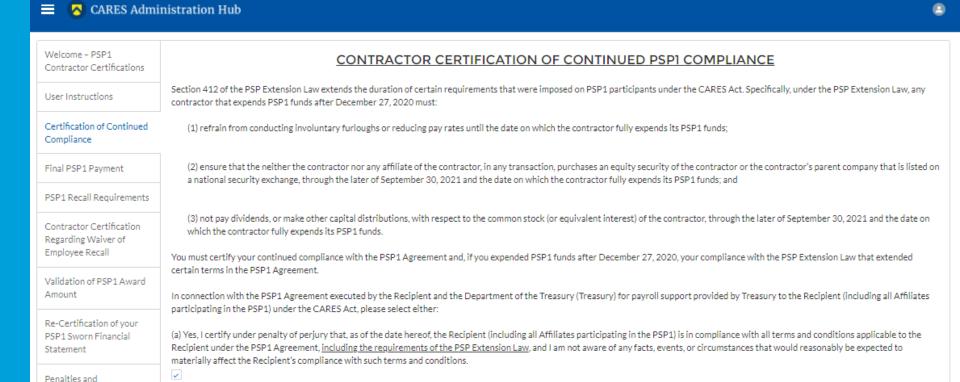
After the form is completed and submitted successfully, the primary contact person listed in the application will receive an automated confirmation email from the Treasury.



Authorizations

Step 2c: Certification of Cont. Compliance

Certification "Yes I certify"



(b) No, I cannot make the above certification, and I request that Treasury contact the Recipient regarding its compliance with the PSP1 Agreement and the PSP Extension Law.

Save



Step 2c: Certification of Cont. **Compliance**

Certification "No, I cannot certify"

Validation of PSP1 Award You must certify your continued compliance with the PSP1 Agreement and, if you expended PSP1 funds after December 27, 2020, your compliance with the PSP Extension Law that extended Amount certain terms in the PSP1 Agreement. Re-Certification of your In connection with the PSP1 Agreement executed by the Recipient and the Department of the Treasury (Treasury) for payroll support provided by Treasury to the Recipient (including all Affiliates PSP1 Sworn Financial participating in the PSP1) under the CARES Act, please select either: Statement (a) Yes, I certify under penalty of perjury that, as of the date hereof, the Recipient (including all Affiliates participating in the PSP1) is in compliance with all terms and conditions applicable to the Recipient under the PSP1 Agreement, including the requirements of the PSP Extension Law, and I am not aware of any facts, events, or circumstances that would reasonably be expected to Penalties and materially affect the Recipient's compliance with such terms and conditions. Authorizations (b) No, I cannot make the above certification, and I request that Treasury contact the Recipient regarding its compliance with the PSP1 Agreement and the PSP Extension Law. You selected (b) 'No, I cannot certify! Below please indicate which requirements you may not be in compliance with, and provide additional narrative explanation. Available Involuntary Reduction of Wages, ... Involuntary Terminations or Furl... Dividends Other Share Buybacks Other (Please Explain): test other Please provide additional details regarding why you may not be in compliance. additional details

Save



Step 2c: Certification of Cont. Compliance

Certification "No, I cannot certify"

| | tion, and I request that Treasury contact the Re | | | |
|--|--|--|---------------------------------|------|
| You selected (b) 'No, I cannot certify.' Bel Available Involuntary Reduction of Wages, Dividends Other | ow please indicate which requirements you man Chosen Involuntary Terminations or Furl Share Buybacks | y not be in compliance with, and provide add | litional narrative explanation. | |
| Please provide additional details regardi additional details | ng why you may not be in compliance. | | | Save |



Step 2d: Final PSP1 Payment

- ❖ Additional Payment? "No"
- Tab only visible for applicants who certify (select (a))







Welcome - PSP1 Contractor Certifications

User Instructions

Certification of Continued Compliance

Final PSP1 Payment

PSP1 Recall Requirements

Contractor Certification Regarding Waiver of Employee Recall

Validation of PSP1 Award Amount

Re-Certification of your PSP1 Sworn Financial Statement

OPTION TO RECEIVE FINAL PSP1 PAYMENT

Treasury granted each Recipient under PSP1 an initial prorated amount of its total awardable amount. After determining the final prorated amounts, Treasury is preparing to disburse a final PSP1 payment to interested Recipients (including their Affiliates participating in the PSP1) that are in compliance with the terms and conditions applicable to them under the Agreement, including the requirements under Section 412 of the PSP Extension Law. This final payment is expected to amount to approximately 25% of the prorated PSP1 awardable amount you have received to date.

Treasury is asking all PSP1 participants to confirm that they want to receive this final PSP1 payment.

Some PSP1 recipients have already declined to receive this final payment. If you have already declined this final payment, Treasury will not adjust the awardable amount or distribute additional funds.

These final PSP1 funds will be subject to the terms and conditions applicable to the Recipient under the PSP1 Agreement, including the requirements under Section 412 of the PSP Extension Law.

Please select here whether you request an additional prorated distribution of PSP1 funds:

No

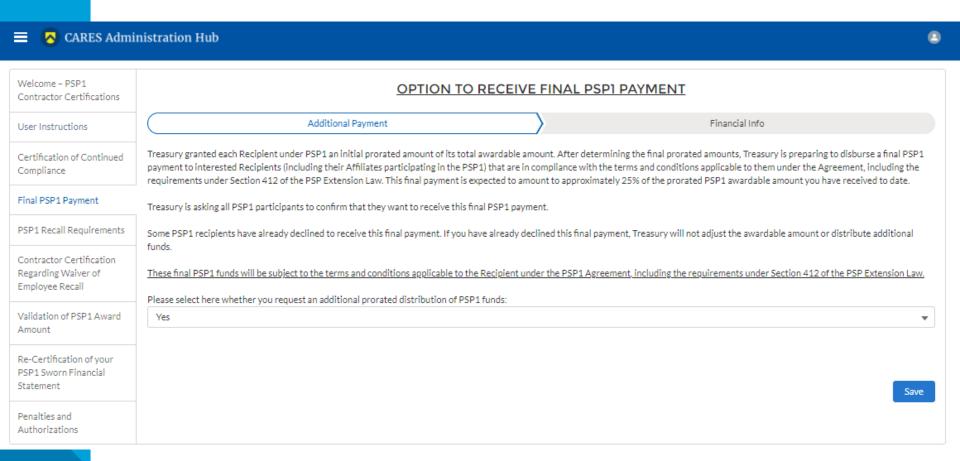
Save

₩



Step 2d: Final PSP1 Payment

- Additional Payment? "Yes"
- Tab only visible for applicants who certify (select (a))



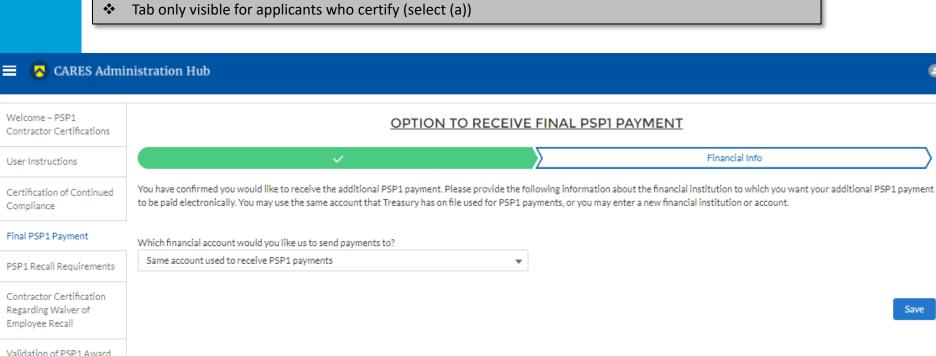


Amount

Step 2d: Final PSP1 Payment

Additional Payment? "Yes"

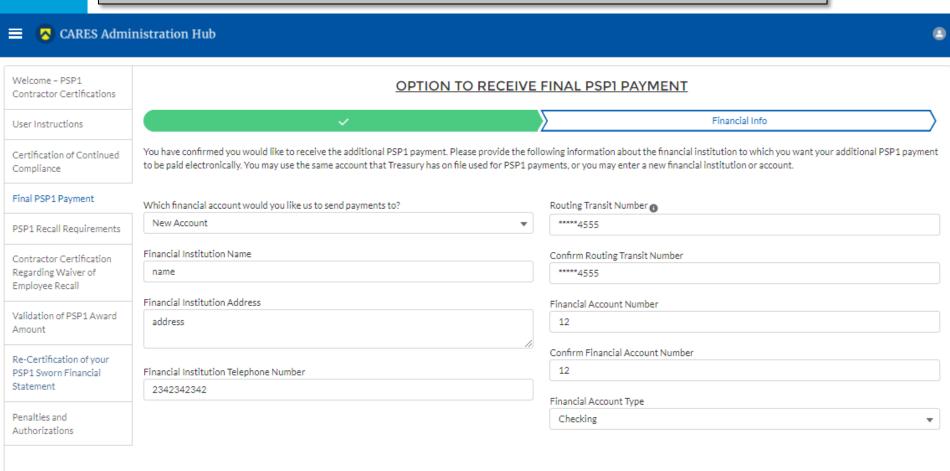
Additional Payment? "Yes"





Step 2d: Final PSP1 Payment

Additional Payment? "Yes"
 Tab only visible for applicants who certify (select (a))



Save



Status of Funds "No"

Welcome - PSP1 Contractor Certifications

User Instructions

Certification of Continued Compliance

Final PSP1 Payment

BACKGROUND

Under the PSP Extension Law, any contractor that received PSP1 financial assistance that (1) had unspent financial assistance as of December 27, 2020, and (2) conducted involuntary furloughs or reduced pay rates and benefits between March 27, 2020 and the date on which the contractor entered into its PSP1 Agreement with Treasury (that is, the date Treasury signed the agreement), must issue recall notices by January 4, 2021 to employees who were involuntarily furloughed between March 27, 2020 and the date of the PSP1 agreement. The recall notices must be dispatched via mail, courier, or e-mail, giving each involuntarily furloughed employee at least 14 days to inform the contractor whether the employee elects to return to employment, as described in section 412 of the PSP Extension Law.

You must indicate if you had PSP1 funds remaining as of December 27, 2020, and if so, certify your compliance.

PSP1 Recall Requirements

Contractor Certification Regarding Waiver of Employee Recall

Validation of PSP1 Award Amount

Re-Certification of your PSP1 Sworn Financial Statement

Penalties and Authorizations

STATUS OF FUNDS AND RECALLS

Did you (including any Affiliates of the Recipient participating in the PSP1), have unspent financial assistance provided under the PSP as of December 27, 2020?

No

Please retain documentation of all recall notices for potential future reporting, including but not limited to a unique identifier for all furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, and employees' responses or nonresponses.

pave



Status of Funds "Yes"

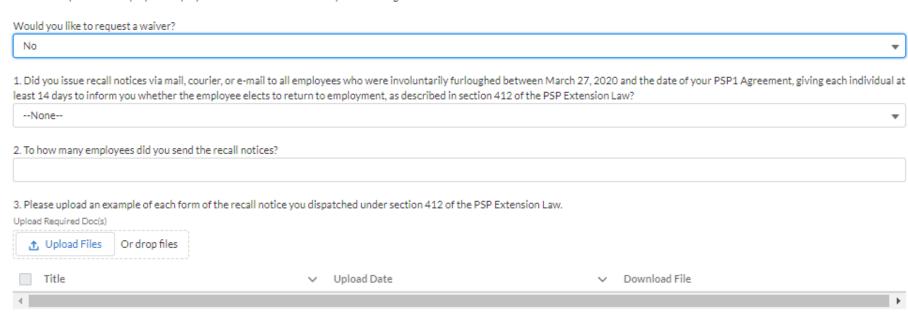
| Welcome – PSP1 Contractor Certifications | BACKGROUND | | | | |
|--|---|--|--|--|--|
| User Instructions | Under the PSP Extension Law, any contractor that received PSP1 financial assistance that (1) had unspent financial assistance as of December 27, 2020, and (2) conducted involuntary furloughs or reduced pay rates and benefits between March 27, 2020 and the date on which the contractor entered into its PSP1 Agreement with Treasury (that is, the date Treasury signed the agreement), must issue recall notices by January 4, 2021 to employees who were involuntarily furloughed between March 27, 2020 and the date of the PSP1 agreement. The recall notices must be dispatched via mail, courier, or e-mail, giving each involuntarily furloughed employee at least 14 days to inform the contractor whether the employee elects to return to employment, as described in section 412 of the PSP Extension Law. | | | | |
| Certification of Continued Compliance | | | | | |
| Final PSP1 Payment | You must indicate if you had PSP1 funds remaining as of December 27, 2020, and if so, certify your compliance. | | | | |
| PSP1 Recall Requirements STATUS OF FUNDS AND RECALLS | | | | | |
| Contractor Certification Regarding Waiver of Employee Recall | Did you (including any Affiliates of the Recipient participating in the PSP1), have unspent financial assistance provided under the PSP as of December 27, 2020? Yes | | | | |
| Validation of PSP1 Award Amount | 1. How much unspent financial assistance provided under the PSP1 did you have, as of December 27, 2020? \$2.00 | | | | |
| Re-Certification of your PSP1 Sworn Financial Statement | Please upload documentation that confirms the amount of unspent financial assistance provided under the PSP1 that you have, as of December 27, 2020. Statements dated as of approximately December 27, 2020 will be accepted at Treasury's discretion. Upload Required Doc(s) | | | | |
| Penalties and Authorizations | ① Upload Files Ordrop files | | | | |
| | ☐ Title ✓ Upload Date ✓ Download File | | | | |
| | CSM_Expense Jan 27, 2021 Download File | | | | |
| | () | | | | |
| | 2. How many employees, if any, did you involuntarily furlough between March 27, 2020 and the date of your PSP1 Agreement? The date of the agreement can be found in your CARES Compliance Hub profile. | | | | |
| | 4 | | | | |
| | Please retain documentation of all recall notices for potential future reporting, including but not limited to a unique identifier for all furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, and employees' responses or nonresponses. Save | | | | |



- Recall Waiver "No"
- * Employee Recall Waiver section NOT visible to those who selected 'Yes' to receiving Top-off

EMPLOYEE RECALL WAIVER

The statutory requirement to issue recall notices to furloughed employees may be waived for a contractor that certifies to Treasury that the contractor has or will have insufficient remaining PSP funds to keep recalled employees employeed for more than two weeks upon returning to work.



Please retain documentation of all recall notices for potential future reporting, including but not limited to a unique identifier for all furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, and employees' responses or nonresponses.



- Recall Waiver "Yes"
- * Employee Recall Waiver section NOT visible to those who selected 'Yes' to receiving Top-off OR those who selected 'NO' for 'Does the Recipient...have unspent financial assistance...?"

EMPLOYEE RECALL WAIVER

The statutory requirement to issue recall notices to furloughed employees may be waived for a contractor that certifies to Treasury that the contractor has or will have insufficient remaining PSP funds to keep recalled employees employee for more than two weeks upon returning to work.

Would you like to request a waiver?

Yes

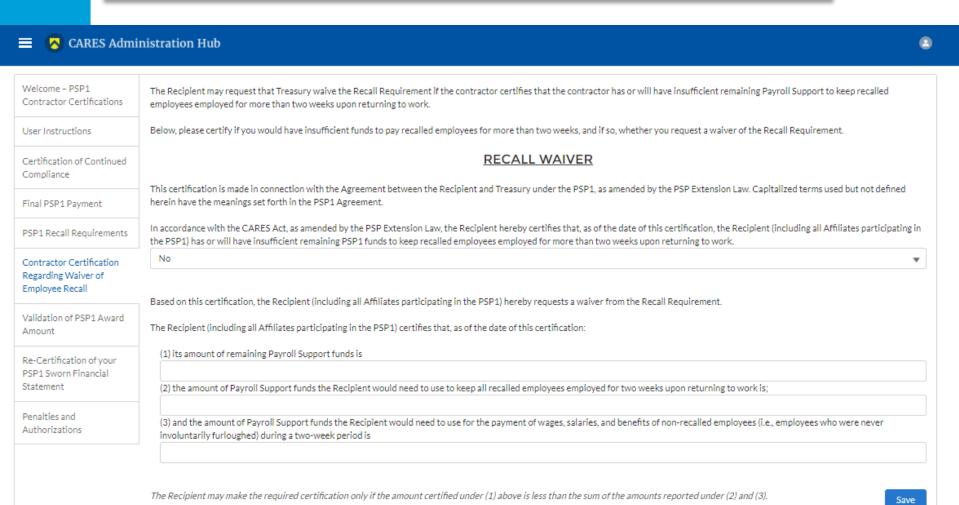
Please retain documentation of all recall notices for potential future reporting, including but not limited to a unique identifier for all furloughed employees (e.g., employee ID numbers), a list of employees receiving the recall notice, the date(s) notices were transmitted and the date employees responded, and employees' responses or nonresponses.

Save



Step 2f: Contractor Certification

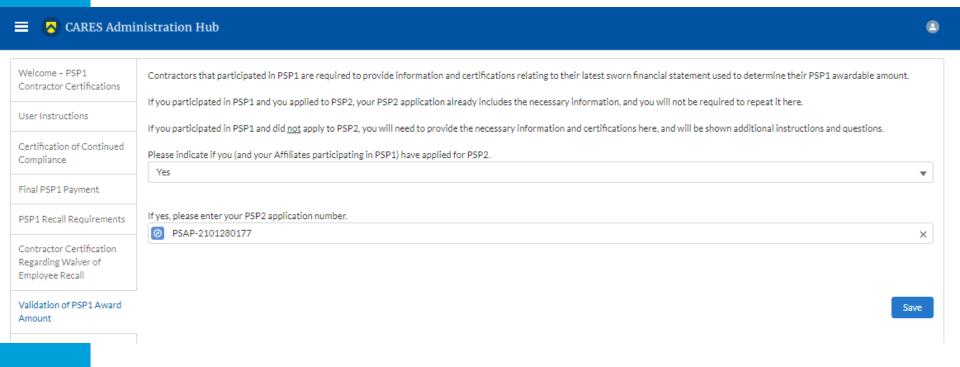
❖ Tab only visible those who select "Yes" for Waiver





Step 2g: Validation of PSP1 Award Amount

Did Recipient apply to PSP2? "Yes"





Step 2g: Validation of PSP1 Award Amount

Did Recipient apply to PSP2? "No"

air carrier or contractor. Please select either

Welcome - PSP1 Contractors that participated in PSP1 are required to provide information and certifications relating to their latest sworn financial statement used to determine their PSP1 awardable amount. Contractor Certifications If you participated in PSP1 and you applied to PSP2, your PSP2 application already includes the necessary information, and you will not be required to repeat it here. User Instructions If you participated in PSP1 and did not apply to PSP2, you will need to provide the necessary information and certifications here, and will be shown additional instructions and questions. Certification of Continued Please indicate if you (and your Affiliates participating in PSP1) have applied for PSP2. Compliance No Final PSP1 Payment BACKGROUND PSP1 Recall Requirements Contractor Certification You must provide answers to the certification questions below to validate that your PSP1 sworn financial statement was properly calculated and did not include common mistakes. Regarding Waiver of Employee Recall References below to the sworn financial statement submitted by a PSP1 participant mean the latest such statements submitted by the Recipient to Treasury, including any amendments over time. For the purposes of determining the PSP1 awardable amount, only wages, salaries, benefits, and other compensation paid to employees from April 1, 2019 through September 30, 2019 should have Validation of PSP1 Award been included. Amount CERTIFICATIONS Penalties and Authorizations Corporate Officers. Corporate officers do not meet the definition of an "employee" under the CARES Act, so amounts paid to corporate officers should not have been included in the Recipient's sworn financial statement in the PSP1 application. "Corporate officer" means a president; any vice president in charge of a principal business unit, division, or function (such as sales, administration or finance); any other officer who performs a policy-making function; or any other person who performs similar policy-making functions. Executive officers of subsidiaries

(a) I certify that the latest sworn financial statement that the Recipient submitted in connection with its PSP1 application did not include wages, salaries, benefits, or other compensation paid to corporate officers; or

or parents of a passenger air carrier or contractor may be deemed corporate officers of the passenger air carrier or contractor if they perform such policy-making functions for the passenger

(b) The Recipient may have included payments to corporate officers in its latest sworn financial statement in connection with the PSP1 application, and I request further information on how to properly disclose the impermissible inclusion of payments to corporate officers.



Step 2g: Validation of PSP1 Award Amount

Did Recipient apply to PSP2? "No"

| Independent Contractors, Independent contractors do not meet the definition of an "employee" under the CARES Act, and amounts paid to independent contractors should not have been included in the Recipient's sworn financial statement in the PSP1 application. Please select either |
|---|
| (a) I certify that the latest sworn financial statement that the Recipient submitted in connection with its PSP1 application did not include wages, salaries, benefits, or other compensation paid to independent contractors; or |
| (b) The Recipient may have included payments to independent contractors in its sworn financial statement in connection with its PSP1 application, and I request further information on how to properly disclose the impermissible inclusion of payments to independent contractors. |
| Employer Side Payroll Taxes. Amounts paid by the Recipient in employer-side payroll taxes are not considered wages, salaries, benefits, or other compensation paid to employees, and should not have been included in the Recipient's sworn financial statement in the PSP1 application. Employer-side payroll taxes include the taxes you report to the IRS on Lines 5e and 5f of your IRS Form 941 "Employer's Quarterly Federal Tax Return." Please select either |
| (a) I certify that the latest sworn financial statement that the Recipient submitted in connection with its PSP1 application did not include amounts the Recipient paid in employer-side payroll taxes; or |
| (b) The Recipient may have included employer-side payroll taxes in its sworn financial statement in connection with its PSP1 application, and I request further information on how to properly disclose the impermissible inclusion of employer-side payroll taxes. |
| Amounts Other Than Wages, Salaries, Benefits, and Other Compensation. Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) should not have been included in the Recipient's sworn financial statement in its PSP1 application. Please select either |
| (a) I certify that the latest sworn financial statement that the Recipient submitted in connection with its PSP1 application did not include amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses); or |
| (b) The Recipient may have included amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) in its sworn financial statement in connection with its PSP1 application, and I request further information on how to properly disclose the impermissible inclusion of amounts other than wages, salaries, benefits, and other compensation. |
| Please note that where you are unable to certify any of the above, you will be prompted to provide the amount of ineligible expense included. |

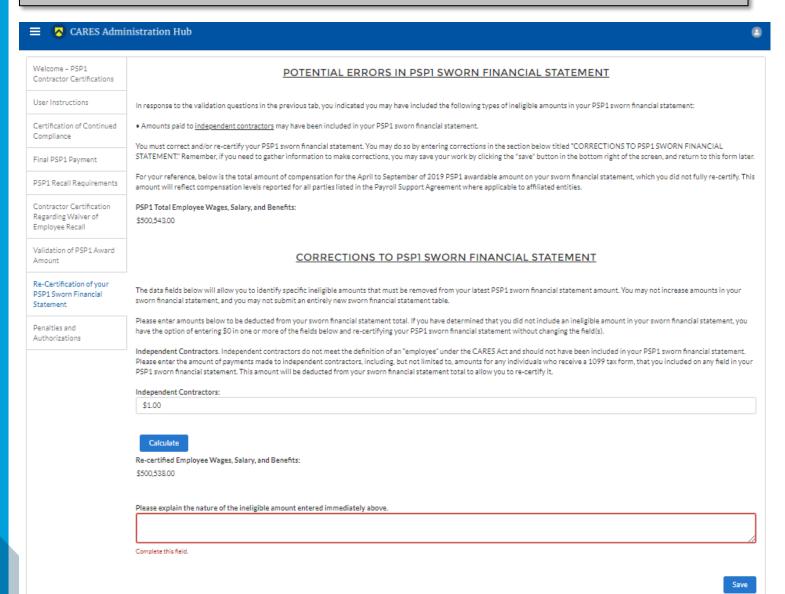


❖ If Validate PSP1 section is (b) for Corporate Officers

| Welcome – PSP1 Contractor Certifications | POTENTIAL ERRORS IN PSPI SWORN FINANCIAL STATEMENT |
|--|---|
| User Instructions | In response to the validation questions in the previous tab, you indicated you may have included the following types of ineligible amounts in your PSP1 sworn financial statement: |
| Certification of Continued Compliance | Amounts paid to <u>corporate officers</u> may have been included in your PSP1 sworn financial statement. |
| Final PSP1 Payment | You must correct and/or re-certify your PSP1 sworn financial statement. You may do so by entering corrections in the section below titled "CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT." Remember, if you need to gather information to make corrections, you may save your work by clicking the "save" button in the bottom right of the screen, and return to this form later. |
| PSP1 Recall Requirements | For your reference, below is the total amount of compensation for the April to September of 2019 PSP1 awardable amount on your sworn financial statement, which you did not fully re-certify. This |
| Contractor Certification Regarding Waiver of Employee Recall | amount will reflect compensation levels reported for all parties listed in the Payroll Support Agreement where applicable to affiliated entities. PSP1 Total Employee Wages, Salary, and Benefits: \$500,543.00 |
| Validation of PSP1 Award Amount | CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT |
| Re-Certification of your PSP1 Sworn Financial Statement | The data fields below will allow you to identify specific ineligible amounts that must be removed from your latest PSP1 sworn financial statement amount. You may not increase amounts in your sworn financial statement, and you may not submit an entirely new sworn financial statement table. |
| Penalties and Authorizations | Please enter amounts below to be deducted from your sworn financial statement total. If you have determined that you did not include an ineligible amount in your sworn financial statement, you have the option of entering \$0 in one or more of the fields below and re-certifying your PSP1 sworn financial statement without changing the field(s). |
| | Corporate Officers Wages, Salary, and Other Compensation. Corporate officers do not meet the definition of an "employee" under the CARES Act and should not have been included in your sworn financial statement. A "corporate officer" means "with respect to the Recipient, its president, any vice president in charge of a principal business unit, division, or function (such as sales, administration or financies); any other officer who performs a policy-making function; or any other person who performs similar policy making functions for the Recipient. Executive officers of subsidiaries or parents of the Recipient may be deemed Corporate Officers of the Recipient if they perform such policy-making functions for the Recipient. |
| | Please enter the amount of any wages, salary, and other compensation paid to corporate officers that was included in any field on your PSP1 sworn financial statement. This amount will be deducted your sworn financial statement total to allow you to re-certify it. |
| | Corporate Officer Wages, Salary, Other Compensation: |
| | \$1.00 |
| | Corporate Officer Benefits. Corporate officers do not meet the definition of an "employee" under the CARES Act and should not have been included in your sworn financial statement. Please enter the amount of benefits paid to corporate officers that was included in any field on your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. |
| | Corporate Officer Benefits: |
| | \$1.00 |
| | Calculate |
| | Re-certified Employee Wages, Salary, and Benefits: |
| | \$500,538.00 |
| | Please explain the nature of the ineligible amount entered immediately above. |
| | |



If Validate PSP1 section is (b) for Independent Contractors





❖ If Validate PSP1 section is (b) for Employer Side Payroll Taxes

| CARES Admi | nistration Hub |
|--|---|
| Velcome – PSP1 Contractor Certifications | POTENTIAL ERRORS IN PSP1 SWORN FINANCIAL STATEMENT |
| Jser Instructions | In response to the validation questions in the previous tab, you indicated you may have included the following types of ineligible amounts in your PSP1 sworn financial statement: |
| Certification of Continued | Amounts paid for <u>employer-paid payroll</u> taxes may have been included in your PSP1 sworn financial statement. |
| Final PSP1 Payment | You must correct and/or re-certify your PSP1 sworn financial statement. You may do so by entering corrections in the section below titled "CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT." Remember, if you need to gather information to make corrections, you may save your work by clicking the "save" button in the bottom right of the screen, and return to this form late |
| PSP1 Recall Requirements | For your reference, below is the total amount of compensation for the April to September of 2019 PSP1 awardable amount on your sworn financial statement, which you did not fully re-certify. The amount will reflect compensation levels reported for all parties listed in the Payroll Support Agreement where applicable to affiliated entities. |
| Contractor Certification Regarding Waiver of Employee Recall | PSP1 Total Employee Wages, Salary, and Benefits: \$500,543.00 |
| /alidation of PSP1 Award Amount | CORRECTIONS TO PSPI SWORN FINANCIAL STATEMENT |
| le-Certification of your ISP1 Sworn Financial tatement | The data fields below will allow you to identify specific ineligible amounts that must be removed from your latest PSP1 sworn financial statement amount. You may not increase amounts in your sworn financial statement, and you may not submit an entirely new sworn financial statement table. |
| Penalties and | Please enter amounts below to be deducted from your sworn financial statement total. If you have determined that you did not include an ineligible amount in your sworn financial statement, you have the option of entering 50 in one or more of the fields below and re-certifying your PSP1 sworn financial statement without changing the field(s). |
| autorizacións | Employer-Paid Payroll Taxes. Payroll taxes paid by the employer are not considered wages, salaries, benefits, or other compensation paid to employees and should not have been included in your PSP1 sworn financial statement. Employer-paid payroll taxes include amounts you report to the IRS on Lines 5e and 5f of your IRS Form 941 "Employer's Quarterly Federal Tax Return." Payroll tax paid by the employee and withheld by the employer on behalf of the employee, including the amounts reported to the IRS on Line 3 of your IRS Form 941, may be included in your PSP1 sworn financial statement. Please enter the amount of employer-paid payroll taxes that you included on any field in your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. |
| | Employer-Paid Payroll Taxes: |
| | \$1.00 |
| | Calculate |
| | Re-certified Employee Wages, Salary, and Benefits: |
| | \$500,538.00 |
| | Please explain the nature of the ineligible amount entered immediately above. |
| | |
| | Complete this field. |



❖ If Validate PSP1 is (b) for Amounts Other Than Wages, Salaries, Benefits, and Other Compensation

CARES Administration Hub Welcome - PSP1 POTENTIAL ERRORS IN PSPI SWORN FINANCIAL STATEMENT Contractor Certifications User Instructions In response to the validation questions in the previous tab, you indicated you may have included the following types of ineligible amounts in your PSP1 sworn financial statement: Certification of Continued Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) may have been included in your PSP1 sworn financial statement. Compliance You must correct and/or re-certify your PSP1 sworn financial statement. You may do so by entering corrections in the section below titled "CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT." Remember, if you need to gather information to make corrections, you may save your work by clicking the "save" button in the bottom right of the screen, and return to this form later. Final PSP1 Payment For your reference, below is the total amount of compensation for the April to September of 2019 PSP1 awardable amount on your sworn financial statement, which you did not fully re-certify. This PSP1 Recall Requirements amount will reflect compensation levels reported for all parties listed in the Payroll Support Agreement where applicable to affiliated entities. Contractor Certification PSP1 Total Employee Wages, Salary, and Benefits: Regarding Waiver of \$500,543.00 Employee Recall Validation of PSP1 Award CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT Amount Re-Certification of your The data fields below will allow you to identify specific ineligible amounts that must be removed from your latest PSP1 sworn financial statement amount. You may not increase amounts in your PSP1 Sworn Financial sworn financial statement, and you may not submit an entirely new sworn financial statement table. Statement Please enter amounts below to be deducted from your sworn financial statement total. If you have determined that you did not include an ineligible amount in your sworn financial statement, you Penalties and have the option of entering \$0 in one or more of the fields below and re-certifying your PSP1 sworn financial statement without changing the field(s). Authorizations Amounts Other Than Wages, Salaries, Benefits, and Other Compensation. Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) should not have been included in your PSP1 sworn financial statement. Please enter any amounts included in any field in your PSP1 sworn financial statement that were not valid wages, salaries, benefits, or other compensation. Please also describe the nature of the ineligible amount. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. Amounts Other Than Compensation: \$1.00 Calculate Re-certified Employee Wages, Salary, and Benefits: \$500,538,00 Please explain the nature of the ineligible amount entered immediately above. Complete this field.



If Validate PSP1 is (b) for all four sections

CARES Administration Hub



| Welcome - | PSP1 |
|------------|----------------|
| Contractor | Certifications |

User Instructions

Certification of Continued Compliance

Final PSP1 Payment

PSP1 Recall Requirements

Contractor Certification Regarding Waiver of Employee Recall

Validation of PSP1 Award Amount

Re-Certification of your PSP1 Sworn Financial Statement

Penalties and Authorizations

POTENTIAL ERRORS IN PSP1 SWORN FINANCIAL STATEMENT

In response to the validation questions in the previous tab, you indicated you may have included the following types of ineligible amounts in your PSP1 sworn financial statement:

- . Amounts paid to corporate officers may have been included in your PSP1 sworn financial statement.
- Amounts paid to independent contractors may have been included in your PSP1 sworn financial statement.
- · Amounts paid for employer-paid payroll taxes may have been included in your PSP1 sworn financial statement.
- Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) may have been included in your PSP1 sworn financial statement.

You must correct and/or re-certify your PSP1 sworn financial statement. You may do so by entering corrections in the section below titled "CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT." Remember, if you need to gather information to make corrections, you may save your work by clicking the "save" button in the bottom right of the screen, and return to this form later.

For your reference, below is the total amount of compensation for the April to September of 2019 PSP1 awardable amount on your sworn financial statement, which you did not fully re-certify. This amount will reflect compensation levels reported for all parties listed in the Payroll Support Agreement where applicable to affiliated entities.

PSP1 Total Employee Wages, Salary, and Benefits:

\$500,543,00

CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT

The data fields below will allow you to identify specific ineligible amounts that must be removed from your latest PSP1 sworn financial statement amount. You may not increase amounts in your sworn financial statement, and you may not submit an entirely new sworn financial statement table.

Please enter amounts below to be deducted from your sworn financial statement total. If you have determined that you did not include an ineligible amount in your sworn financial statement, you have the option of entering \$0 in one or more of the fields below and re-certifying your PSP1 sworn financial statement without changing the field(s).

Corporate Officers Wages, Salary, and Other Compensation, Corporate officers do not meet the definition of an "employee" under the CARES Act and should not have been included in your sworn financial statement. A "corporate officer" means "with respect to the Recipient, its president; any vice president in charge of a principal business unit, division, or function (such as sales, administration or finance); any other officer who performs a policy-making function; or any other person who performs similar policy making functions for the Recipient. Executive officers of subsidiaries or parents of the Recipient may be deemed Corporate Officers of the Recipient if they perform such policy-making functions for the Recipient."

Please enter the amount of any wages, salary, and other compensation paid to corporate officers that was included in any field on your PSP1 sworn financial statement. This amount will be deducted your sworn financial statement total to allow you to re-certify it.

Corporate Officer Wages, Salary, Other Compensation:

\$1.00

Corporate Officer Benefits. Corporate officers do not meet the definition of an "employee" under the CARES Act and should not have been included in your sworn financial statement. Please enter the amount of benefits paid to corporate officers that was included in any field on your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it.



If Validate PSP1 is (b) for <u>all four sections cont.</u>

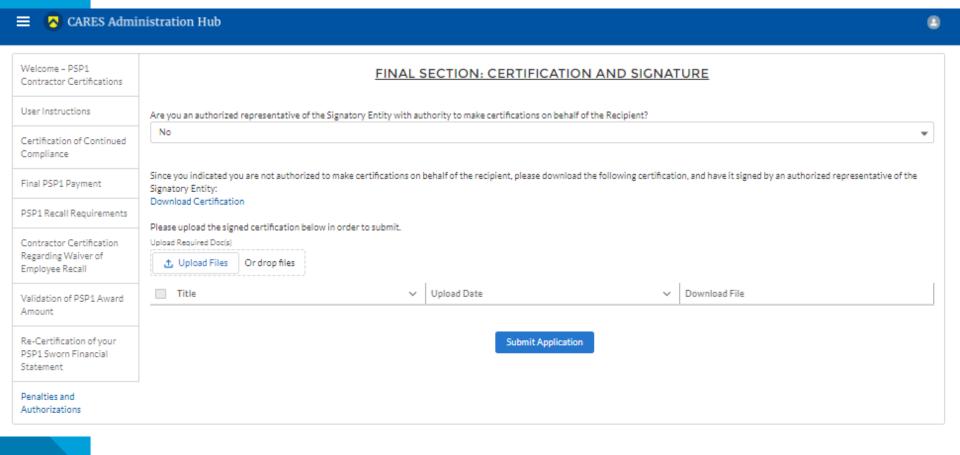
| Corporate Officer Benefits. Corporate officers do not meet the definition of an "employee" under the CARES Act and should not have been included in your sworn financial statement. Please enter the amount of benefits paid to corporate officers that was included in any field on your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. |
|---|
| Corporate Officer Benefits: |
| \$1.00 |
| Independent Contractors. Independent contractors do not meet the definition of an "employee" under the CARES Act and should not have been included in your PSP1 sworn financial statement. Please enter the amount of payments made to independent contractors, including, but not limited to, amounts for any individuals who receive a 1099 tax form, that you included on any field in your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. |
| Independent Contractors: |
| \$1.00 |
| Employer-Paid Payroll Taxes. Payroll taxes paid by the employer are not considered wages, salaries, benefits, or other compensation paid to employees and should not have been included in your |
| PSP1 sworn financial statement. Employer-paid payroll taxes include amounts you report to the IRS on Lines 5e and 5f of your IRS Form 941 "Employer's Quarterly Federal Tax Return." Payroll taxes paid by the employee and withheld by the employer on behalf of the employee, including the amounts reported to the IRS on Line 3 of your IRS Form 941, may be included in your PSP1 sworn financial statement. Please enter the amount of employer-paid payroll taxes that you included on any field in your PSP1 sworn financial statement. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. |
| Employer-Paid Payroll Taxes: |
| \$1.00 |
| |
| Amounts Other Than Wages, Salaries, Benefits, and Other Compensation. Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) should not have been included in your PSP1 sworn financial statement. Please enter any amounts included in any field in your PSP1 sworn financial statement that were not valid wages, salaries, benefits, or other compensation. Please also describe the nature of the ineligible amount. This amount will be deducted from your sworn financial statement total to allow you to re-certify it. Amounts Other Than Compensation: |
| \$1.00 |
| Calculate Re-certified Employee Wages, Salary, and Benefits: \$500,538.00 |
| Please explain the nature of the ineligible amount entered immediately above. |
| |

Complete this field.



Step 2i: Penalties and Authorizations

Authorized Representative? "No"



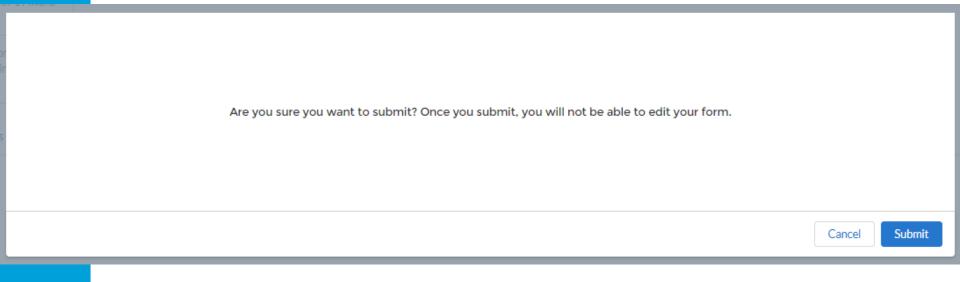


Step 2i: Penalties and Authorizations

Authorized Representative? "Yes" ■ CARES Administration Hub Welcome - PSP1 FINAL SECTION: CERTIFICATION AND SIGNATURE Contractor Certifications User Instructions Are you an authorized representative of the Signatory Entity with authority to make certifications on behalf of the Recipient? Certification of Continued Compliance The Recipient (including all Affiliates participating in the PSP1) and its undersigned authorized representatives make each of the above certifications under the penalty of perjury after reasonable Final PSP1 Payment inquiry of people, systems, and other information available. The undersigned acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this submission may be the subject of criminal prosecution and also may subject the Recipient to civil penalties and/or administrative remedies for false claims or otherwise. PSP1 Recall Requirements The undersigned are authorized representatives of the Recipient with authority to make the above certifications and representations on behalf of the Recipient. Contractor Certification Name of Certifying Official Name of Second Certifying Official Regarding Waiver of Employee Recall Title of Certifying Official Title of Second Certifying Official Validation of PSP1 Award Amount Submission Date Re-Certification of your PSP1 Sworn Financial Jan 27, 2021 Statement Penalties and Signature of Certifying Official Signature of Second Certifying Official Authorizations Please sign and save only one signature per Certifying Official. Sign Here ✓ Upload Date ✓ Download File Title Submit Application

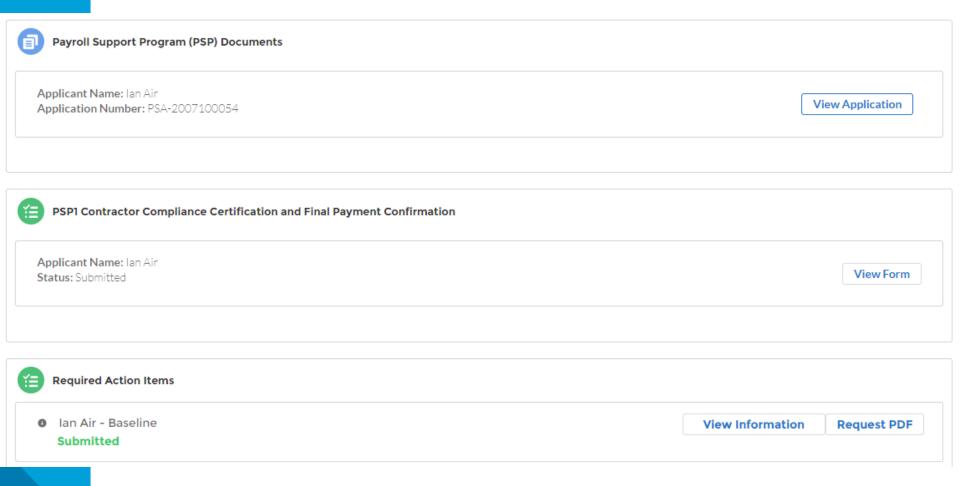


Step 3: Submit Confirmation





Step 3: Submitted Form





Emails

Notification for Applicant to complete

Sandbox: Action Needed - PSP1 Compliance Form

CARESActCompliance@Treasury.gov

To Schmidt, Ian (Contractor)

** Caution: External email. Pay attention to suspicious links and attachments. Send suspicious email to suspect@treasury.gov **



Wed 1/27/2021 9:40 PM

Dear Payroll Support Program Participant,

We are following up on your participation in the original Payroll Support Program (PSP1) under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

As you may be aware, section 412 in Division N of the Consolidated Appropriations Act, 2021 (PSP Extension Law) includes new statutory requirements affecting contractors that participated in the PSP1. These new requirements were detailed in a notice that the Department of the Treasury (Treasury) sent to PSP1 contractor recipients on January 1, 2021. Treasury is requiring all contractor recipients to certify their compliance with the new requirements, as well as provide additional information regarding their PSP1 award amount.

You MUST certify your compliance with these new requirements by 5:00 PM EDT on Monday, February 1, 2021.

Click Here

Additionally, because interest in the PSP1 exceeded available program funds, Treasury granted each recipient a prorated amount of its maximum awardable amount, with the possibility of making a prorated "top-off" disbursement if sufficient program funds remained. Treasury is now preparing to disburse the remaining funds up to a new prorated award level. If you are interested in receiving the top-off disbursement, please indicate your interest in the online portal. The amount of this final "top-off" disbursement will be approximately 25% of the prorated PSP1 awardable amount you have received to date. Please note that, if you accept the new "top-off" disbursement you will be required to continue using the Payroll Support funds exclusively for the continuation of payment of employee wages, salaries and benefits, and you will also be subject to the new requirements under the PSP Extension Law that were detailed in the notice that Treasury sent to PSP1 contractor recipients on January 1, 2021. Recipients are permitted to use funds from the top-off disbursement to compensate recalled employees, subject to the terms and conditions of the PSP1 Agreement.

For more information on the PSP1 and other CARES programs, please visit https://home.treasury.gov/policy-issues/cares

Sincerely,

U.S. Department of the Treasury

CARESActCompliance@treasury.gov



Emails

Successfully submitted

Sandbox: Submitted – PSP1 Compliance Form

 ${\tt \bigcirc CARESAct Compliance @ Treasury.gov}\\$

To Schmidt, Ian (Contractor)



** Caution: External email. Pay attention to suspicious links and attachments. Send suspicious email to suspect@treasury.gov **

Dear Payroll Support Program Participant,

Thank you for submitting your compliance form for the Payroll Support Program (PSP) Division A, Title IV, Subtitle B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This email confirms that your form was received.