

QUESTIONS FOR THE Q4 2021 4003 & PSP 4112 TEMPLATE

Sections		Category
Section - Headcount & Compensation - Employee Headcount		
Q1	#	Total Number of Employees at START of the Report Quarter.
Q2	#	Total Number of New Hires hired DURING the Report Quarter.
Q3	#	Total Number of Permitted Terminations or Furloughs DURING the Report Quarter.
Q4	#	Total Number of Involuntary Terminations or Furloughs DURING the Report Quarter.
Q5	Calc.	Changes in Employee Headcount.
Q6	Text Box	If the total number of involuntary terminations or furloughs is not zero, please enter an explanation.
Q7	#	Number of jobs created and/or retained DURING the Report Quarter.*
Q8	#	Total Number of Employees at END of the Report Quarter.
Section - Headcount & Compensation - Employee Wages, Salaries & Benefits		
Q1	#	Total Employee Wages and Salaries.
Q2	#	Total Employee Benefits.
Q3	Calc.	Total Employee Wages, Salaries & Benefits Paid.
Section - Headcount & Compensation - Additional Compensation		
Q1	#	Total Amount of PSP1 funds spent DURING the Report Quarter.
Q2	#	Total Amount of PSP1 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.
Q3	#	Total Amount of PSP1 Top-Off funds spent DURING the Report Quarter.
Q4	#	Total Amount of PSP1 Top-Off funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.
Q5	#	Total Amount of PSP2 funds spent DURING the Report Quarter.
Q6	#	Total Amount of PSP2 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.
Q7	#	Total Amount of PSP3 funds spent DURING the Report Quarter.
Q8	#	Total Amount of PSP3 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.
Q9	Upload	If (a) Total Amount of PSP1, PSP2, PSP3 or a combination of funds spent is greater than Total Employee Wages, Salaries, and Benefits or (b) Total Amount of PSP1, PSP2, PSP3 or a combination of funds spent on expenses other than Salary, Wages, and Benefits is greater than zero, please upload an explanation which must include an itemized list of expenses by program.
Q10	#	Please enter the number of Employees whose Pay Rate was reduced, without their consent, DURING the Report Quarter.
Q11	Conditional Text Box (Only required if #>0 entered in Q10)	If the number of such Employees is not zero, please upload an explanation.
Q12	#	Please enter the number of Employees whose Benefits were reduced, without their consent, DURING the Report Quarter.
Q13	Conditional Text Box (Only required if #>0 entered in Q12)	If the number of such Employees is not zero, please upload an explanation.
Section - Headcount & Compensation - Use of Proceeds		
Q1	#	Total amount of \$ 4003 loan proceeds used DURING the Report Quarter.
Q2	#	Total operating expenses (as described in the loan agreement) paid from loan proceeds DURING the Report Quarter.
Q3	#	Total of other expenses paid from loan proceeds DURING the Report Quarter.
Q4	Conditional Text Box (Only required if #>0 entered in Q3)	If other expenses were paid from loan proceeds, please explain, including expense category and amount spent.
Section - Compensation / Dividends		
Q1	#	Please enter the total number of Corporate Officers or Employees of the Borrower, each Borrower Air Carrier, and/or each Borrower Eligible Business, as applicable, whose Total Compensation exceeded \$425,000 in 2019 or the Subsequent Reference Period.
Q2	#	Enter the number of such Employees and Corporate Officers who received Severance Pay or Other Benefits DURING the Report Quarter that exceeded twice their 2019 Total Compensation or Total Compensation during the Subsequent Reference Period.
Q3	Conditional Upload (Only required if #>0 entered in Q2)	If the number of such Employees and Corporate Officers is not zero, please upload an explanation which includes a list of the Employee/Corporate Officer positions and their Total Severance/Other Benefits received.
Q4	#	Enter the number of such Employees and Corporate Officers whose Total Compensation during any 12 consecutive months ending DURING the Report Quarter exceeded their 2019 Total Compensation or Total Compensation during the Subsequent Reference Period, as applicable. Please note, this only applies to Corporate Officers or Employees whose Total Compensation in calendar year 2019 exceeded \$425,000.
Q5	Conditional Upload (Only required if #>0 entered in Q4)	If the number of such Employees and Corporate Officers is not zero, please upload an explanation which includes a list of the Employee/Corporate Officer positions and their Total Compensation received.
Q6	#	Please enter the number of Corporate Officers or Employees whose Total Compensation exceeded \$3,000,000 in 2019 or the Subsequent Reference Period.
Q7	#	Enter the number of such Employees and Corporate Officers whose Total Compensation during any 12 consecutive months ending DURING the Report Quarter exceeded the sum of \$3,000,000 and 50% of the excess over \$3,000,000 of their Total Compensation received in calendar year 2019 or the Subsequent Reference Period, as applicable. Please note, this only applies to Corporate Officers or Employees whose Total Compensation in calendar year 2019 exceeded \$3,000,000.
Q8	Conditional Upload (Only required if #>0 entered in Q7)	If the number of such Employees and Corporate Officers is not zero, please upload an explanation which includes a list of the Employee/Corporate Officer positions and their Total Compensation received.
Q9	Y/N	Has the Recipient purchased an equity security of the Recipient/parent company listed on a national securities exchange DURING the Report Quarter?
Q10	Y/N	Has any Borrower Air Carrier or Borrower Eligible Business, as applicable, or any of their Affiliates purchased an equity security of any Borrower Air Carrier or Borrower Eligible Business, as applicable, or any direct or indirect parent company of such entity or of any Subsidiary of the Parent that is listed on a national securities exchange DURING the Report Quarter?
Q11	Conditional Upload (Only required if "Y" entered in Q9 or Q10)	If yes to either question above, please upload an explanation that includes the name of the company, the number of shares, the dollar amounts, and the dates of the transactions.
Q12	Y/N	For purposes of the PSP Agreement, has the Recipient paid dividends, or made any other capital distributions, with respect to the Recipient's common stock (or equivalent equity interest) DURING the Report Quarter?
Q13	Y/N	For purposes of the Loan and Guarantee Agreement, has any Borrower Air Carrier or Borrower Eligible Business, as applicable, paid dividends, or made any other capital distributions, with respect to the entity's common stock (or equivalent equity interest) DURING the Report Quarter?
Q14	Conditional Upload (Only required if "Y" entered in Q12 or Q13)	If yes to either question above, please upload an explanation that includes the dollar amounts and the dates of the transactions.
Q15	Conditional Y/N (Only required if "Y" entered in Q12 or Q13)	If yes, was the entity that paid a dividend or made a capital distribution an S-Corp or pass-through entity?
Q16	Conditional Y/N (Only required if "Y" entered in Q12 or Q13)	If yes, was the dividend or capital distribution to cover the owners' tax obligations in respect to the entity's earnings?
Q17	Conditional Upload (Only required if "N" entered in Q15 or Q16)	If you answered 'no' to either of the last two questions, please upload an explanation

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Sections			Category
Section -	Document Uploads		
Q1	Upload	Please submit the Form 941 (or IRS-acceptable equivalent) submitted to the Internal Revenue Service for the Report Quarter in a PDF format.	ALL
Q2	Check Box	Check box if NOT required to submit IRS Form 941.	ALL
Q3	#	Number of Employees (Line 1).	ALL
Q4	#	Wages, Tips and Other Compensation (Line 2).	ALL
Q5	Y/N	Business Closed (Line 17).	ALL
Q6	Y/N	Seasonal (Line 18).	ALL
Q7	Y/N	Do you file through EDGAR with the SEC?	ALL
Q8	Upload	Please provide the following financial information uploads for the Report Quarter: 1) income statement; 2) balance sheet; 3) statement of cash flow; 4) notes to financial statement; and 5) name and address of auditor/reviewer of statements.	ALL
Q9	Text Box	If any of the required documents are not available for upload, please provide an explanation (enter "n/a" if not applicable).	ALL
Q10	Y/N	Did you upload an Income Statement?	ALL
Q11	Y/N	Did you upload a Balance Sheet?	ALL
Q12	Y/N	Did you upload a Statement of Cashflow?	ALL
Q13	Y/N	Did you upload Notes to Financial Statements?	ALL
Q14	Y/N	Did you upload a Name and Address of Auditor/reviewer of the statements?	ALL
Q15	Upload	Please upload a copy of your insurance policies covering pledged collateral during the Report Quarter.	SA1, SA2, SA3, SA4
Q16	Text Box	If you would like to provide explanations or greater detail to any of your responses, please enter explanation here.	ALL
Section -	Fundamental Changes		
Q1	Y/N	Have you transferred, pledged, mortgaged, encumbered, or otherwise assigned this Agreement or any Payroll Support provided under this Agreement, or any interest therein, or any claim, account receivable, or funds arising thereunder or accounts holding Payroll Support, to any party, bank, trust company, or other person?	ALL
Q2	Conditional Y/N (Only required if "Y" entered in Q1)	If yes, did you seek Treasury's prior written approval for this action, as required under paragraph 43 of the PSP Agreement?	ALL
Q3	Conditional Date Text Box (Only required if "Y" entered in Q2)	If yes, please provide the date of Treasury's written approval.	ALL
Q4	Y/N	Have there been any changes in or transfers of ownership of the company since the execution of your PSP1, PSP2, or PSP3 Agreement, as applicable?	ALL
Q5	Conditional Upload (Only required if "Y" entered in Q1, Q2, or Q4)	If you answered "Yes" to any of the questions listed above, you are required to upload supporting documentation, as applicable and in sufficient detail, including, for example, a detailed explanation regarding the transaction (e.g., equity purchase or asset purchase), the date of the transaction, effected assets and liabilities, and other relevant information. If you answered "Yes" to the question about seeking Treasury's prior written approval in accordance with paragraph 43 of the PSP Agreement, please be sure to include a copy of the written approval.	ALL
Q6	Y/N	Did a Change of Control occur DURING the Report Quarter?	ALL
Q7	Y/N	Did any Fundamental Changes (as described in the loan agreement) occur DURING the Report Quarter?	ALL
Q8	Conditional Upload (Only required if "Y" entered in Q6 or Q7)	If yes to either of the last two questions above, please upload an explanation that includes a description of the Change of Control and/or Fundamental Changes, dates, affected assets and/or liabilities, and any other relevant information.	ALL
Section -	Loan Specific Questions		
Q1	Y/N	Has any Credit Party or any of their Subsidiaries refinanced any existing Indebtedness such that your Indebtedness increased or you otherwise incurred any new Indebtedness other than Indebtedness incurred in the ordinary course of business and consistent with past practice in the form of any equipment financing, synthetic lease obligation or Capitalized Lease Obligation, in an aggregate amount not to exceed the contractually defined maximum level?	UA1, UA2
Q2	Conditional Upload (Only required if "Y" entered in Q1)	If any Credit Party, or any Subsidiary of a Credit Party, refinanced existing Indebtedness such that Indebtedness increased or incurred any new Indebtedness, please upload a description of any new Indebtedness including, but not limited to, the amount, terms of debt, interested parties, security interests, relevant dates, and other pertinent information.	UA1, UA2
Q3	Y/N	Did the Parent or any Subsidiaries pledge any assets to any Person other than for Treasury's benefit DURING the Report Quarter?	UA1, UA2
Q4	Conditional Upload (Only required if "Y" entered in Q3)	If the Parent or any Subsidiary pledged any assets to any Person other than for Treasury's benefit DURING the Report Quarter, please upload an explanation including identification of the assets and the secured party.	UA1, UA2
Q5	Y/N	Did the Parent or any Subsidiaries pledge any additional Collateral DURING the Report Quarter after the Closing Date?	SA1, SA2, SA3, SA4
Q6	Conditional Upload (Only required if "Y" entered in Q5)	If the Parent or any Subsidiary pledged additional Collateral DURING the Report Quarter, please upload an explanation including, but not limited to, the type of Collateral, its value, the date additional Collateral was pledged, all relevant appraisals and/or asset valuation certificates, and other pertinent information.	SA1, SA2, SA3, SA4
Q7	Y/N	Did the Parent or any Subsidiaries pledge any Collateral or other assets to any Person other than for Treasury's benefit DURING the Report Quarter?	SA1, SA2, SA3, SA4
Q8	Conditional Upload (Only required if "Y" entered in Q7)	If the Parent or any Subsidiary pledged any Collateral or other assets to any Person other than for Treasury's benefit DURING the Report Quarter, please upload an explanation, including identification of the Collateral or other assets and the secured party.	SA1, SA2, SA3, SA4
Q9	Y/N	Did the Parent or any Subsidiary Dispose of any Collateral DURING the Report Quarter?	SA1, SA2, SA3, SA4
Q10	Conditional Upload (Only required if "Y" entered in Q9)	If the Parent or any Subsidiary Disposed of any Collateral DURING the Report Quarter, please upload a document describing the details of the Disposition and all Proceeds from the Disposition.	SA1, SA2, SA3, SA4
Q11	Y/N	Was any Collateral swapped DURING the Report Quarter?	SA1, SA2, SA3, SA4
Q12	Conditional Y/N (Only required if "Y" entered in Q11)	Was Treasury approval for the swap received prior to the swap?	SA1, SA2, SA3, SA4
Q13	Conditional Upload (Only required if "Y" entered in Q11)	Please upload a document with a list of the Collateral interchanged and their value.	SA1, SA2, SA3, SA4
Q14	Y/N	Was any Collateral impaired or damaged DURING the Report Quarter?	SA1, SA2, SA3, SA4
Q15	Conditional Upload (Only required if "Y" entered in Q14)	If any Collateral was impaired or damaged DURING the Report Quarter, please upload a document indicating the Collateral impacted and evidence of loss of value.	SA1, SA2, SA3, SA4
Q16	Y/N	Did the CCR fall below 1.60 at any point DURING the Report Quarter?	SA2, SA3, SA4
Q17	Conditional Upload (Only required if "Y" entered in Q16)	If the borrower's CCR fell below 1.60 DURING the Report Quarter, please upload an explanation including, but not limited to, all relevant details, dates, and circumstances and any actions taken or proposed.	SA2, SA3, SA4
Q18	Y/N	Did the DSCR fall below 1.75 at any point DURING the Report Quarter?	SA2
Q19	Conditional Upload (Only required if "Y" entered in Q18)	If the DSCR fell below 1.75 DURING the Report Quarter, please upload an explanation including, but not limited to, all relevant details, dates, and circumstances and any actions taken or proposed.	SA2
Q20	#	Please provide the aggregate amount of Liquidity (as defined in the loan agreement) for the last Business Day of the Report Quarter.	SA2, SA3
Q21	Y/N	Did Liquidity fall below the contractually-defined minimum level on any Business Day DURING the Report Quarter?	SA2, SA3
Q22	Conditional Upload (Only required if "Y" entered in Q21)	If the aggregate amount of Liquidity fell below its contractually-defined minimum level on any Business Day DURING the Report Quarter, please upload an explanation including, but not limited to, all relevant circumstances, dates, actions taken or proposed, and other pertinent information.	SA2, SA3