



**EBS**

Enterprise Business Solutions



# Cares Act 2 Recall Waiver

System Screenshots

January 27, 2020



# Step 1: Application Homepage (PSP1)



## Payroll Support Program (PSP) Documents

Applicant Name: Ian Air  
Application Number: PSA-2007100054

[View Application](#)



## PSP1 Contractor Compliance Certification and Final Payment Confirmation

Applicant Name: Ian Air  
Status: Draft

[Complete Form](#)



## Required Action Items

1 Ian Air - Baseline  
**Submitted**

[View Information](#)

[Request PDF](#)



# Step 2a: Welcome



Welcome – PSP1  
Contractor Certifications

User Instructions

Certification of Continued  
Compliance

Final PSP1 Payment

PSP1 Recall Requirements

Contractor Certification  
Regarding Waiver of  
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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 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

Welcome – PSP1 Contractor Certifications	OMB Control Number
<b>User Instructions</b>	<b>PAPERWORK REDUCTION ACT NOTICE</b> <p>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.</p>
Certification of Continued Compliance	
Final PSP1 Payment	<b>User Instructions</b>
PSP1 Recall Requirements	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.
Validation of PSP1 Award Amount	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.
Penalties and Authorizations	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.



# Step 2c: Certification of Cont. Compliance

## ❖ Certification “Yes I certify”

☰ CARES Administration Hub 👤

Welcome - PSP1 Contractor Certifications	<h3 style="text-align: center;"><u>CONTRACTOR CERTIFICATION OF CONTINUED PSP1 COMPLIANCE</u></h3> <p>Section 412 of the PSP Extension Law extends the duration of certain requirements that were imposed on PSP1 participants under the CARES Act. Specifically, under the PSP Extension Law, any contractor that expends PSP1 funds after December 27, 2020 must:</p> <ul style="list-style-type: none"><li>(1) refrain from conducting involuntary furloughs or reducing pay rates until the date on which the contractor fully expends its PSP1 funds;</li><li>(2) ensure that neither the contractor nor any affiliate of the contractor, in any transaction, purchases an equity security of the contractor or the contractor's parent company that is listed on a national security exchange, through the later of September 30, 2021 and the date on which the contractor fully expends its PSP1 funds; and</li><li>(3) not pay dividends, or make other capital distributions, with respect to the common stock (or equivalent interest) of the contractor, through the later of September 30, 2021 and the date on which the contractor fully expends its PSP1 funds.</li></ul> <p>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 certain terms in the PSP1 Agreement.</p> <p>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 participating in the PSP1) under the CARES Act, please select either:</p> <p>(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, <u>including the requirements of the PSP Extension Law</u>, and I am not aware of any facts, events, or circumstances that would reasonably be expected to materially affect the Recipient's compliance with such terms and conditions.</p> <p><input checked="" type="checkbox"/></p> <p>(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.</p> <p><input type="checkbox"/></p> <p style="text-align: right;"><a href="#">Save</a></p>
User Instructions	
<b>Certification of Continued Compliance</b>	
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	



# Step 2c: Certification of Cont. Compliance

## ❖ Certification “No, I cannot certify”

Validation of PSP1 Award Amount

Re-Certification of your PSP1 Sworn Financial Statement

Penalties and Authorizations

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 certain terms in the PSP1 Agreement.

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 participating in the PSP1) under the CARES Act, please select either:

(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 materially affect the Recipient's compliance with such terms and conditions.

(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

Chosen

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”

(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, ...

Dividends

Other

Chosen

Involuntary Terminations or Furl...

Share Buybacks

Please provide additional details regarding why you may not be in compliance.

additional details

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))



Welcome - PSP1 Contractor Certifications
User Instructions
Certification of Continued Compliance
<b>Final PSP1 Payment</b>
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

## OPTION TO RECEIVE FINAL PSP1 PAYMENT

Progress bar with two tabs: **Additional Payment** (active) and Financial Info

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:

Yes

Save



# Step 2d: Final PSP1 Payment

❖ Additional Payment? "Yes"

❖ 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

## OPTION TO RECEIVE FINAL PSP1 PAYMENT



You have confirmed you would like to receive the additional PSP1 payment. Please provide the following information about the financial institution to which you want your additional PSP1 payment to be paid electronically. You may use the same account that Treasury has on file used for PSP1 payments, or you may enter a new financial institution or account.

Which financial account would you like us to send payments to?

Same account used to receive PSP1 payments

Save



# Step 2d: Final PSP1 Payment

❖ Additional Payment? "Yes"

❖ Tab only visible for applicants who certify (select (a))



## OPTION TO RECEIVE FINAL PSP1 PAYMENT



You have confirmed you would like to receive the additional PSP1 payment. Please provide the following information about the financial institution to which you want your additional PSP1 payment to be paid electronically. You may use the same account that Treasury has on file used for PSP1 payments, or you may enter a new financial institution or account.

Which financial account would you like us to send payments to?

Routing Transit Number ⓘ

Financial Institution Name

Confirm Routing Transit Number

Financial Institution Address

Financial Account Number

Financial Institution Telephone Number

Confirm Financial Account Number

Financial Account Type

Save



# Step 2e: PSP1 Recall Requirements

## ❖ Status of Funds “No”

Welcome – PSP1  
Contractor Certifications

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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  
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Penalties and  
Authorizations

### 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.

### 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.*

Save



# Step 2e: PSP1 Recall Requirements

## ❖ Status of Funds “Yes”

Welcome – PSP1 Contractor Certifications

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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

### 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.

### 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?

Yes

1. How much unspent financial assistance provided under the PSP1 did you have, as of December 27, 2020?

\$2.00

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)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	<input type="checkbox"/> Upload Date	<input type="checkbox"/> Download File
<input type="checkbox"/> CSM_Expense	Jan 27, 2021	<a href="#">Download File</a>

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](#)



# Step 2e: PSP1 Recall Requirements

❖ 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 employed for more than two weeks upon returning to work.

Would you like to request a waiver?

No

1. Did you issue recall notices via mail, courier, or e-mail to all employees who were involuntarily furloughed between March 27, 2020 and the date of your PSP1 Agreement, giving each individual at least 14 days to inform you whether the employee elects to return to employment, as described in section 412 of the PSP Extension Law?

--None--

2. To how many employees did you send the recall notices?

3. Please upload an example of each form of the recall notice you dispatched under section 412 of the PSP Extension Law.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	▼ Upload Date	▼ Download File
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*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 2e: PSP1 Recall Requirements

❖ 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 employed 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



Welcome - PSP1 Contractor Certifications	The Recipient may request that Treasury waive the Recall Requirement if the contractor certifies that the contractor has or will have insufficient remaining Payroll Support to keep recalled employees employed for more than two weeks upon returning to work.
User Instructions	Below, please certify if you would have insufficient funds to pay recalled employees for more than two weeks, and if so, whether you request a waiver of the Recall Requirement.
Certification of Continued Compliance	<b><u>RECALL WAIVER</u></b>
Final PSP1 Payment	This certification is made in connection with the Agreement between the Recipient and Treasury under the PSP1, as amended by the PSP Extension Law. Capitalized terms used but not defined herein have the meanings set forth in the PSP1 Agreement.
PSP1 Recall Requirements	In accordance with the CARES Act, as amended by the PSP Extension Law, the Recipient hereby certifies that, as of the date of this certification, the Recipient (including all Affiliates participating in the PSP1) has or will have insufficient remaining PSP1 funds to keep recalled employees employed for more than two weeks upon returning to work.
<b>Contractor Certification Regarding Waiver of Employee Recall</b>	<input type="text" value="No"/>
Validation of PSP1 Award Amount	Based on this certification, the Recipient (including all Affiliates participating in the PSP1) hereby requests a waiver from the Recall Requirement.
Re-Certification of your PSP1 Sworn Financial Statement	The Recipient (including all Affiliates participating in the PSP1) certifies that, as of the date of this certification:  (1) its amount of remaining Payroll Support funds is <input type="text"/>  (2) the amount of Payroll Support funds the Recipient would need to use to keep all recalled employees employed for two weeks upon returning to work is; <input type="text"/>  (3) and the amount of Payroll Support funds the Recipient would need to use for the payment of wages, salaries, and benefits of non-recalled employees (i.e., employees who were never involuntarily furloughed) during a two-week period is <input type="text"/>
Penalties and Authorizations	

*The Recipient may make the required certification only if the amount certified under (1) above is less than the sum of the amounts reported under (2) and (3).*





# Step 2g: Validation of PSP1 Award Amount

❖ Did Recipient apply to PSP2? "Yes"



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

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.

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.

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.

Please indicate if you (and your Affiliates participating in PSP1) have applied for PSP2.

Yes

If yes, please enter your PSP2 application number.

PSAP-2101280177

Save



# Step 2g: Validation of PSP1 Award Amount

❖ Did Recipient apply to PSP2? “No”

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

Penalties and  
Authorizations

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.

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.

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.

Please indicate if you (and your Affiliates participating in PSP1) have applied for PSP2.

No

## BACKGROUND

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.

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 been included.

## CERTIFICATIONS

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 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 air carrier or contractor.

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 corporate officers; or

(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.



# Step 2h: Re-Certification

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

Welcome - PSP1 Contractor Certifications	<p style="text-align: center;"><b><u>POTENTIAL ERRORS IN PSP1 SWORN FINANCIAL STATEMENT</u></b></p> <p>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:</p> <ul style="list-style-type: none"><li>• Amounts paid to <u>corporate officers</u> may have been included in your PSP1 sworn financial statement.</li></ul> <p>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.</p> <p>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.</p> <p><b>PSP1 Total Employee Wages, Salary, and Benefits:</b> \$500,543.00</p>
User Instructions	
Certification of Continued Compliance	
Final PSP1 Payment	
PSP1 Recall Requirements	
Contractor Certification Regarding Waiver of Employee Recall	
Validation of PSP1 Award Amount	<p style="text-align: center;"><b><u>CORRECTIONS TO PSP1 SWORN FINANCIAL STATEMENT</u></b></p>
Re-Certification of your PSP1 Sworn Financial Statement	<p>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.</p>
Penalties and Authorizations	<p>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).</p> <p><b>Corporate Officers Wages, Salary, and Other Compensation.</b> 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."</p> <p>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.</p> <p><b>Corporate Officer Wages, Salary, Other Compensation:</b></p> <input type="text" value="\$1.00"/>
	<p><b>Corporate Officer Benefits.</b> 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.</p> <p><b>Corporate Officer Benefits:</b></p> <input type="text" value="\$1.00"/>
	<p style="text-align: center;"><b>Calculate</b></p>
	<p><b>Re-certified Employee Wages, Salary, and Benefits:</b> \$500,538.00</p>
	<p>Please explain the nature of the ineligible amount entered immediately above.</p> <input type="text"/>
	<p style="text-align: center;"><b>Save</b></p>



# Step 2h: Re-Certification

❖ If Validate PSP1 section is (b) for Independent Contractors

☰ CARES Administration Hub

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## 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 independent contractors 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).

**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

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.

Save



# Step 2h: Re-Certification

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

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## 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 for employer-paid payroll taxes 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).

**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

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.

Save



# Step 2h: Re-Certification

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

☰ CARES Administration Hub

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## 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 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).

**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.

Save



# Step 2h: Re-Certification

❖ If Validate PSP1 is (b) for all four sections

☰ CARES Administration Hub



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## 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.





# Step 2h: Re-Certification

## ❖ If Validate PSP1 is (b) for all four sections cont.

**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.

Save



# Step 2i: Penalties and Authorizations

❖ Authorized Representative? "No"



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## FINAL SECTION: CERTIFICATION AND SIGNATURE

Are you an authorized representative of the Signatory Entity with authority to make certifications on behalf of the Recipient?

No

Since you indicated you are not authorized to make certifications on behalf of the recipient, please download the following certification, and have it signed by an authorized representative of the Signatory Entity:

[Download Certification](#)

Please upload the signed certification below in order to submit.

Upload Required Doc(s)

[Upload Files](#) Or drop files



Title



Upload Date



Download File

Submit Application



# Step 2i: Penalties and Authorizations

## ❖ Authorized Representative? "Yes"

☰ CARES Administration Hub

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### FINAL SECTION: CERTIFICATION AND SIGNATURE

Are you an authorized representative of the Signatory Entity with authority to make certifications on behalf of the Recipient?

Yes

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 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.

The undersigned are authorized representatives of the Recipient with authority to make the above certifications and representations on behalf of the Recipient.

Name of Certifying Official

Name of Second Certifying Official

Title of Certifying Official

Title of Second Certifying Official

Submission Date

Jan 27, 2021

Signature of Certifying Official

Signature of Second Certifying Official

Please sign and save only one signature per Certifying Official.

Sign Here

Save

Clear

Title



Upload Date



Download File

Submit Application



## Step 3: Submit Confirmation

Are you sure you want to submit? Once you submit, you will not be able to edit your form.

Cancel

Submit



# Step 3: Submitted Form



## Payroll Support Program (PSP) Documents

Applicant Name: Ian Air  
Application Number: PSA-2007100054

[View Application](#)



## PSP1 Contractor Compliance Certification and Final Payment Confirmation

Applicant Name: Ian Air  
Status: Submitted

[View Form](#)



## Required Action Items

1 Ian Air - Baseline  
**Submitted**

[View Information](#)

[Request PDF](#)



# Emails

## ❖ Notification for Applicant to complete

### Sandbox: Action Needed - PSP1 Compliance Form

○ CARESActCompliance@Treasury.gov

To ● Schmidt, Ian (Contractor)

↩ Reply   ↩ Reply All   → Forward   ⋮

Wed 1/27/2021 9:40 PM

**\*\* Caution:** External email. Pay attention to suspicious links and attachments. Send suspicious email to [suspect@treasury.gov](mailto:suspect@treasury.gov) \*\*

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](mailto:CARESActCompliance@treasury.gov)



# Emails

❖ Successfully submitted

## Sandbox: Submitted – PSP1 Compliance Form

○ CARESActCompliance@Treasury.gov

To ● Schmidt, Ian (Contractor)

↩ Reply   ↩ Reply All   → Forward   ⋮

Wed 1/27/2021 9:40 PM

\*\* Caution: External email. Pay attention to suspicious links and attachments. Send suspicious email to [suspect@treasury.gov](mailto: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.