

**QUESTIONS FOR THE BASIC PSP Q4 2021 TEMPLATE**

		Sections	4112 Category
<b>Section -</b>		<b>Headcount &amp; Compensation - Employee Headcount</b>	
Q1	#	Total Number of Employees at START of the Report Quarter.	ALL
Q2	#	Total Number of New Hires hired DURING the Report Quarter.	ALL
Q3	#	Total Number of Permitted Terminations or Furloughs DURING the Report Quarter.	ALL
Q4	#	Total Number of Involuntary Terminations or Furloughs DURING the Report Quarter.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
Q5	Calc.	Changes in Employee Headcount.	ALL
Q6	Text Box	If the total number of involuntary terminations or furloughs is not zero, please enter an explanation.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
Q7	#	Number of jobs created and/or retained DURING the Report Quarter.*	ALL
<b>Section -</b>		<b>Headcount &amp; Compensation - Employee Wages, Salaries &amp; Benefits</b>	
Q1	#	Total Employee Wages and Salaries.	ALL
Q2	#	Total Employee Benefits.	ALL
Q3	Calc.	Total Employee Wages, Salaries & Benefits Paid.	ALL
<b>Section -</b>		<b>Headcount &amp; Compensation - Additional Compensation</b>	
Q1	#	Total Amount of PSP1 funds spent DURING the Report Quarter.	PSP1
Q2	#	Total Amount of PSP1 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.	PSP1
Q3	#	Total Amount of PSP1 Top-Off funds spent DURING the Report Quarter.	PSP1
Q4	#	Total Amount of PSP1 Top-Off funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.	PSP1
Q5	#	Total Amount of PSP2 funds spent DURING the Report Quarter.	PSP2
Q6	#	Total Amount of PSP2 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.	PSP2
Q7	#	Total Amount of PSP3 funds spent DURING the Report Quarter.	PSP3
Q8	#	Total Amount of PSP3 funds spent on expenses other than Salary, Wages and Benefits DURING the Report Quarter.	PSP3
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.	ALL
Q10	#	Please enter the number of Employees whose Pay Rate was reduced, without their consent, DURING the Report Quarter.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
Q11	Conditional Text Box (Only required if #>0 entered in Q10)	If the number of such Employees is not zero, please upload an explanation.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
Q12	#	Please enter the number of Employees whose Benefits were reduced, without their consent, DURING the Report Quarter.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
Q13	Conditional Text Box (Only required if #>0 entered in Q12)	If the number of such Employees is not zero, please upload an explanation.	PSP2 Contractors with unspent PSP2 funds, PSP3 Recipients with unspent PSP3 funds
<b>Section -</b>		<b>Executive Compensation/Dividends</b>	
Q1	#	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.	ALL
Q2	Conditional Upload (Only required if #>0 entered in Q1)	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.	ALL
Q3	#	Enter the total number of such Corporate Officers or Employees whose Total Compensation during any 12 consecutive months ending DURING the Report Quarter exceeded their 2019 Total Compensation. Please note, this only applies to Corporate Officers or Employees whose Total Compensation in calendar year 2019 exceeded \$425,000.	ALL
Q4	Conditional Upload (Only required if #>0 entered in Q3)	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.	ALL
Q5	#	Enter the number of such Corporate Officers and Employees 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. Please note, this only applies to Corporate Officers or Employees whose Total Compensation in calendar year 2019 exceeded \$3,000,000.	ALL
Q6	Conditional Upload (Only required if #>0 entered in Q5)	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.	ALL
Q7	Y/N	Has the Recipient purchased an equity security of the Recipient/parent company listed on a national securities exchange DURING the Report Quarter?	PSP2, PSP3
Q8	Conditional Upload (Only required if 'Y' entered in Q7)	If yes, please upload an explanation that includes the name of the company, the number of shares, the dollar amount, and the date of the transaction.	PSP2, PSP3
Q9	Y/N	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?	PSP2, PSP3
Q10	Conditional Upload (Only required if 'Y' entered in Q9)	If yes, please upload an explanation that includes the dollar amount and the date of the transaction.	PSP2, PSP3
Q11	Conditional Y/N (Only required if 'Y' entered in Q9)	If yes, was the entity that paid a dividend or made a capital distribution an S Corp or pass-through entity?	PSP2, PSP3
Q12	Conditional Y/N (Only required if 'Y' entered in Q9)	If yes, was the dividend or capital distribution to cover its owners' tax obligations in respect of the entity's earnings?	PSP2, PSP3
Q13	Conditional Upload (Only required if 'N' entered in Q11 or Q12)	If you answered 'no' to either of the last two questions, please upload an explanation.	PSP2, PSP3
<b>Section -</b>		<b>Fundamental Changes</b>	
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

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		<b>Sections</b>	<b>4112 Category</b>
<b>Section -</b>		<b>Document Uploads</b>	
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 five 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	Text Box	If you would like to provide explanations or greater detail to any of your responses above, please enter explanation here.	ALL