



Enterprise Business Solutions



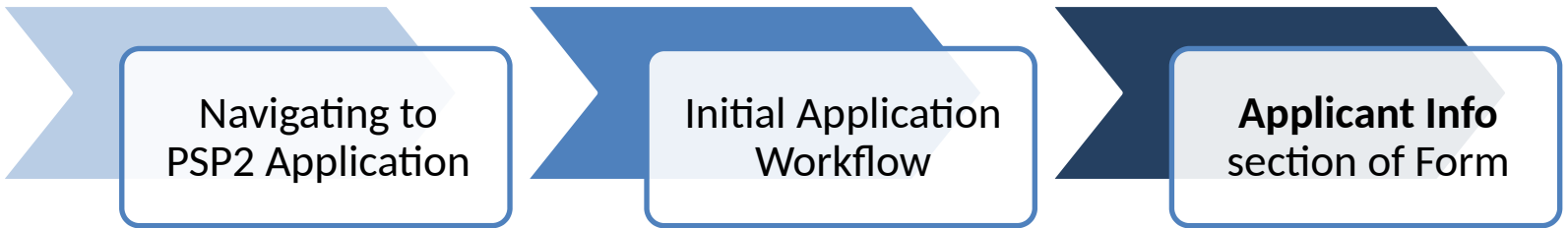
Cares Act 2 Payroll Support Application Portal

System Screenshots

January 8, 2020



Overview





Step 1: Treasury Website

Treasury website with link to PSP2 Application/Cares Hub

The screenshot displays the U.S. Department of the Treasury website. At the top, there is a header with the text "An official website of the United States Government" and links for "Accessibility", "Languages", "Site Map", and "Contact". Below this is a dark blue navigation bar featuring the Treasury seal and the text "U.S. DEPARTMENT OF THE TREASURY". The navigation bar includes links for "ABOUT TREASURY", "SECRETARY MNUCHIN", "POLICY ISSUES" (which is highlighted), "DATA", "SERVICES", and "NEWS". A search bar with a magnifying glass icon and the text "SEARCH" is also present. Below the navigation bar, a breadcrumb trail reads "HOME > POLICY ISSUES > CARES ACT > PSP EXTENSIONS". The main content area is titled "PSP Extensions" and contains a large block of placeholder text: "This is where abstract text will go. High-level information about the topic will go in this space provided." To the right of this text are three rounded rectangular buttons: "BEWARE COVID-19 SCAMS", "RECENT REMARKS AND STATEMENTS", and "PERSONAL FINANCE RESOURCES". On the left side of the main content area, there is a vertical sidebar with four items: "Assistance for American Workers and Families" (with a gear icon), "Assistance for Small Businesses" (with a speech bubble icon), "Assistance for State, Local, and Tribal Governments" (with a document icon), and a green button with a white building icon. At the bottom of the main content area, there is a dark blue button with white text that reads "LOG IN TO PARTICIPATE IN CARES PROGRAMS".



Step 2: Application Login

Login page for
new or returning
Cares Hub users.



Sign in to ID.me

[Or create an ID.me account](#)

Email

Enter your email

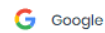
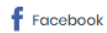
Password

Enter your password

Sign in to ID.me

[Forgot password](#)



Or sign in with



[View more options >](#)




Step 3: Application Homepage (PSP2)

 CARES Administration Hub 

WELCOME

PAYROLL SUPPORT PROGRAM
EXTENSION (PSP2) APPLICATION

 Payroll Support Program Extension(PSP2) Documents

Applicant Name: test schmidt 1.7_1 Application Number: PSAP-2101070045 Application Status: DRAFT	Provide Information
Applicant Name: Application Number: PSAP-2101070046 Application Status: DRAFT	Provide Information
Applicant Name: test Company Name Application Number: PSAP-2101070047 Application Status: DRAFT	Provide Information

[APPLICATION DEADLINES](#) [Entities Eligible to Participate in PSP2](#) [Key Information You Will Need to Start an Application](#)



APPLICATION DEADLINES. To receive approval of your application as quickly as possible, you should submit the completed application not later than 12:00 p.m. EDT on January X, 2021. Applications received after 12:00 p.m. EDT on January X, 2021 will be considered, but may not receive approval as quickly. Applications received after 11:59 p.m. EDT on January Y, 2021, may not be considered, but the Secretary of the Treasury may, in her discretion and subject to the availability of funds, consider such applications for approval.

For more information about the PSP1 and PSP2, as well as other CARES Act programs, please visit treasury.gov/cares/.

NOTE FOR AFFILIATED ENTITIES. Each legal entity eligible to receive PSP2 financial assistance must complete a separate application. However, multiple eligible entities who are approved for PSP2 and who are affiliates under common ownership may enter into a single, consolidated PSP2 Agreement with Treasury covering all the affiliates. The last section of the application will allow members of a corporate family to notify the Treasury that they would like to enter into a consolidated PSP2 Agreement.



Step 3: Application Homepage (PSP2)

 CARES Administration Hub 

WELCOME

PAYROLL SUPPORT PROGRAM
EXTENSION (PSP2) APPLICATION

[Begin a PSP 2 Application](#)



Payroll Support Program Extension(PSP2) Documents

Applicant Name: test schmidt 1.7_1
Application Number: PSAP-2101070045
Application Status: DRAFT

[Provide Information](#)

Applicant Name:
Application Number: PSAP-2101070046
Application Status: DRAFT

[Provide Information](#)

Applicant Name: test Company Name
Application Number: PSAP-2101070047
Application Status: DRAFT

[Provide Information](#)

APPLICATION DEADLINES [Entities Eligible to Participate in PSP2](#) Key Information You Will Need to Start an Application

You must be an eligible Passenger Air Carrier or an eligible Contractor to apply for PSP2.

An eligible Passenger Air Carrier means an air carrier that, during the period from April 1, 2019, to September 30, 2019, derived more than 50 percent of its air transportation revenue from the transportation of passengers

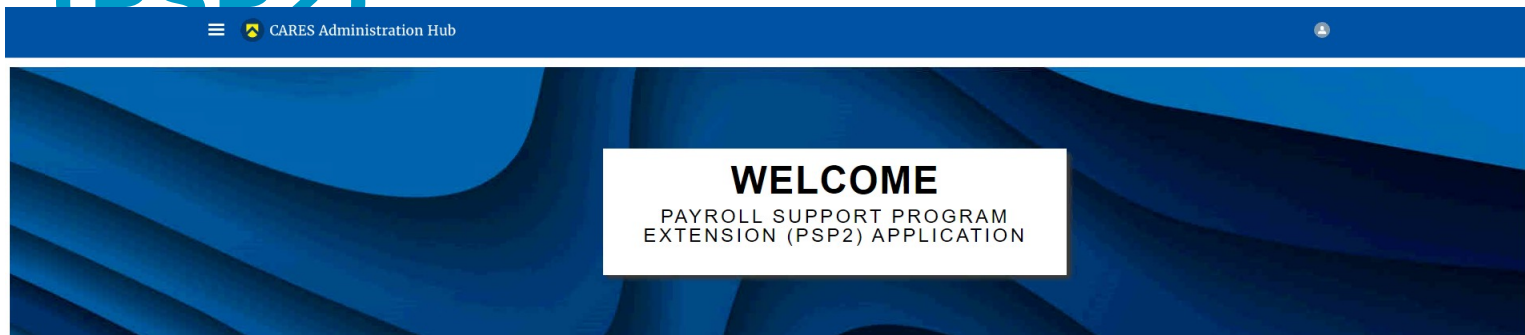
An eligible Contractor means:


- 1) a person that performs, under contract with a passenger air carrier conducting operations under 14 CFR part 121:
 - a) catering functions; or
 - b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail, including, but not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382; security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal; or
- 2) a subcontractor that performs such functions.

No other types of entities are eligible for PSP2 financial assistance.



Step 3: Application Homepage (PSP2)



 **Payroll Support Program Extension(PSP2) Documents**

Applicant Name: test schmidt 1.7_1 Application Number: PSAP-2101070045 Application Status: DRAFT	Provide Information
Applicant Name: Application Number: PSAP-2101070046 Application Status: DRAFT	Provide Information
Applicant Name: test Company Name Application Number: PSAP-2101070047 Application Status: DRAFT	Provide Information

[APPLICATION DEADLINES](#) [Entities Eligible to Participate in PSP2](#) [Key Information You Will Need to Start an Application](#)

PSP1 Participants. If you participated in PSP1, you will need to validate certain information you previously provided to the Treasury as part of your PSP1 application.

New Passenger Air Carriers. If you are a Passenger Air Carrier and you did not participate in PSP1, you will need to provide the following information to validate your identity and eligibility:

- 1) Tax ID
- 2) DUNS number
- 3) Your FAA Certificate Number to validate your eligibility. If you do not have an FAA Certificate Number, you are not eligible to apply.

New Contractors. If you are a Contractor and you did not participate in PSP1, you will need to provide the following information to validate your identity and eligibility:

- 1) Tax ID
- 2) DUNS number
- 3) The name of at least one Part 121 Passenger Air Carrier to whom you provide services as a contractor or subcontract.
- 4) A copy of a current contract or subcontract demonstrating that you provide services to a Part 121 Passenger Air Carrier.
- 5) If you provide services other than catering, the name of at least one airport on whose property you provide the services to a Part 121 Passenger Air Carrier as a contractor or subcontractor.
- 6) Copies of your IRS Form 941 "Employer's Quarterly Federal Tax Return" for the October-December 2019 quarter and the January-March 2020 quarter.



Step 4: Starting Application

Once the user clicks the “Begin a PSP 2 Application” button on the homepage, the system will create an application record and direct them to the form.



Step 4a: User Instructions

Application Number PSAP-2101080109

Due Date 1/14/2021

Application Review Status DRAFT

Application not yet submitted. Please complete all sections of the form and submit your application in order to be considered for eligibility under the PSP2.

[User Instructions](#)

Definitions

OMB Control Number 1505-0263
PAPERWORK REDUCTION ACT NOTICE

Start Application

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.

Eligibility Questions

User Instructions

Company Information

Please complete each field and, if required, provide supporting explanations and documentation. The application has several sections.

Determining Awardable 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).

Affiliates

You may save an application 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.

Certification & Submission

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

Internet Explorer



Step 4b: Definitions (1/3)

☰ CARES Administration Hub



Application Number PSAP-2101080100

Due Date

Application Review Status DRAFT

Application not yet submitted. Please complete all sections of the form and submit your application in order to be considered for eligibility under the Payroll Support Program.

User Instructions

[Definitions](#)

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

The terms defined below are used in various parts of the application. Please take time to review these definitions, and refer back to this section as necessary to complete your application fully and accurately.

Affiliate

Affiliate means any Person that directly or indirectly controls, is controlled by, or is under common control with, the Recipient. For purposes of this definition, "control" of a Person shall mean having the power, directly or indirectly, to direct or cause the direction of the management and policies of such Person, whether by ownership of voting equity, by contract, or otherwise.

Air Carrier

Air carrier has the meaning given to such term under 49 U.S.C. § 40102.

Awardable amount

Awardable amount means the amount of financial assistance Treasury determines an applicant is eligible to receive under PSP2, prior to any pro rata reduction in accordance with the PSP Extension Law.

Benefits

Benefits means, without duplication of any amounts counted as salary or wages, pension expenses in respect of employees, all expenses for accident, sickness, hospital, and death benefits to employees, and the cost of insurance to provide such benefits; any severance pay or other benefits payable to employees pursuant to a bona fide voluntary early retirement program or voluntary furlough; and any other similar expenses paid by a passenger air carrier or contractor for the benefit of employees, including any other fringe benefit expense described in lines 10 and 11 of Financial Reporting Schedule P-6, Form 41, as published by the Department of Transportation, but excluding any Federal, state, or local payroll taxes paid by a passenger air carrier or contractor.

Catering functions

Catering functions means the preparation, assembly, or both, of food, beverages, provisions, and related supplies for delivery, and the delivery of such items, directly to aircraft or to a location on or near airport property for subsequent delivery to aircraft.

avaascriptvoid(0)



Step 4b: Definitions (2/3)

Contractor

Contractor means:

- 1) a person that performs, under contract with a passenger air carrier conducting operations under 14 CFR part 121:
 - a) catering functions; or
 - b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail, including, but not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382; security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal; or
- 2) a subcontractor that performs such functions.

Corporate officer

Corporate officer means, with respect to a passenger air carrier or contractor, 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 for the passenger air carrier or contractor. 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.

Employee

Employee means an individual who is employed by an air carrier or a contractor and whose principal place of employment is in the United States (including its territories and possessions), including salaried, hourly, full-time, part-time, temporary, and leased employees, but excluding any individual who is a corporate officer or independent contractor.

Involuntary termination or furlough

Involuntary termination or furlough means a passenger air carrier or contractor terminating the employment of one or more employees or requiring one or more employees to take a temporary suspension or unpaid leave for any reason, including a shut-down or slow-down of business; provided, however, that an involuntary termination or furlough does not include a permitted termination or furlough.

Part 121 Passenger Air Carrier

Part 121 Passenger Air Carrier refers to a passenger air carrier conducting operations under 14 CFR part 121.

Passenger air carrier

Passenger air carrier means an air carrier that, during the period from April 1, 2019, to September 30, 2019, derived more than 50 percent of its air transportation revenue from the transportation of passengers.

Permitted termination or furlough

Permitted termination or furlough means, with respect to an employee, (1) a voluntary furlough, voluntary leave of absence, voluntary resignation, or voluntary retirement; (2) termination of employment resulting from such employee's death or disability; or (3) a passenger air carrier or contractor terminating the employment of such employee for cause or placing such employee on a temporary suspension or unpaid leave of absence for disciplinary reasons, in either case, as reasonably determined by the passenger air carrier or contractor acting in good faith.



Step 4b: Definitions (3/3)

Recall

Recall means the dispatch of a notice by a passenger air carrier or contractor, via mail, courier, or electronic mail, to an involuntarily terminated or furloughed employee notifying the employee that:

- 1) the employee must, within a specified period of time, elect either:
 - a) to return to employment or bypass return to employment, in accordance with an applicable collective bargaining agreement or, in the absence of a collective bargaining agreement, company policy; or
 - b) to permanently separate from employment with the passenger air carrier or contractor; and
- 2) failure to respond within such time period specified shall be considered an election to permanently separate from employment with the passenger air carrier or contractor.

Returning employee

Returning employee means an involuntarily terminated or furloughed employee who has elected to return to employment pursuant to a recall notice.

Wage

Wage means, without duplication of any amounts counted as benefits, a payment, typically paid on an hourly, daily, or piecework basis, including cost-of-living differentials, vacation, paid time off, sick leave, and overtime pay, paid by a passenger air carrier or contractor to its employees, but excluding any Federal, state, or local payroll taxes paid by the passenger air carrier or contractor.

Salary

Salary means, without duplication of any amounts counted as benefits, a predetermined regular payment, typically paid on a weekly or less frequent basis but which may be expressed as an hourly, weekly, annual or other rate, as well as cost-of-living differentials, vacation time, paid time off, sick leave, and overtime pay, paid by a passenger air carrier or contractor to its employees, but excluding any Federal, state, or local payroll taxes paid by the passenger air carrier or contractor.



Step 4c: Start Application

❖ Passenger Air Carrier AND PSP1 applicant

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

Please indicate whether you are an eligible Passenger Air Carrier or an eligible Contractor

Passenger Air Carrier

Please indicate if you file a Form 41 with the U.S. Department of Transportation

Form 41 Filer

Please enter your company name

Please enter your Taxpayer ID ⓘ

Did you apply for PSP1 under the CARES Act?

Yes

If yes, what was your PSP1 Application Number? ⓘ

PSA-2004020001

If yes, was your PSP1 application approved and did you receive PSP1 financial assistance?

No

Save



Step 4c: Start Application

❖ Contractor AND NOT a PSP1 applicant

User Instructions

Please indicate whether you are an eligible Passenger Air Carrier or an eligible Contractor

Contractor

Definitions

Please enter your company name

Start Application

Eligibility Questions

Please enter your Taxpayer ID ⓘ

Company Information

Determining Awardable Amount

Did you apply for PSP1 under the CARES Act?

No

Affiliates

Certification & Submission

Save



Step 4d: Eligibility Questions

❖ Eligibility Questions section if applicant is a Passenger Carrier and Indirect

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission

Please indicate if you are a direct air carrier or an indirect air carrier.

Indirect

Please indicate what type of indirect carrier you are.

an Air Ambulance Indirect Air Carrier under Civil Aeronautics Board Order 83-1-36

Do you exclusively provide intra-state service in Alaska?

Yes

Save



Step 4d: Eligibility Questions cont.

❖ Eligibility Questions section if applicant is a Passenger Carrier AND Direct.

User Instructions									
Definitions	Please indicate if you are a direct air carrier or an indirect air carrier. Direct								
Start Application	Please select the Federal Aviation Regulation (FAR) part under which you operate as a Passenger Air Carrier. 14 CFR part 121								
Eligibility Questions									
Company Information	Do you exclusively provide intra-state service in Alaska? No								
Determining Awardable Amount									
Affiliates	As applicable, please upload your (1) Certificate of Public Convenience and Necessity, (2) Commuter Air Carrier Authorization under 14 CFR part 298, or (3) Air Taxi Registration under 14 CFR part 298, as applicable. Upload Required Doc(s)								
Certification & Submission	<div>Upload Files Or drop files</div> <table><thead><tr><th><input type="checkbox"/> Title</th><th>Upload Date</th><th>Download File</th></tr></thead><tbody><tr><td><input type="checkbox"/> Doc1 test</td><td>Jan 8, 2021</td><td>Download File</td></tr></tbody></table>			<input type="checkbox"/> Title	Upload Date	Download File	<input type="checkbox"/> Doc1 test	Jan 8, 2021	Download File
<input type="checkbox"/> Title	Upload Date	Download File							
<input type="checkbox"/> Doc1 test	Jan 8, 2021	Download File							

Save



Step 4d: Eligibility Questions

cont.

❖ Eligibility Questions if applicant is a contractor AND Contractor

User Instructions	Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/ .															
Definitions	Eligible contractors must also perform, under a contract or subcontract with a Part 121 Carrier, either (a) catering functions or (b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail.															
Start Application	Catering functions are the preparation, assembly, or both, of food, beverages, provisions and related supplies for delivery, and the delivery of such items, directly to aircraft or to a location on or near airport property for subsequent delivery to an aircraft.															
Eligibility Questions	Eligible functions on the property of an airport that are directly related to the air transportation of persons, property, or mail may include, but are not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382 (e.g., wheelchair and similar services to passengers with a disability); security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal.															
Company Information	Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier? Contractor															
Determining Awardable Amount	Please enter the name(s) of at least one Part 121 Carrier to whom you are a direct contractor. ABC airlines															
Validation of PSP1 Awardable Amount	Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?															
Affiliates	<table><thead><tr><th>Available</th><th></th><th>Chosen</th></tr></thead><tbody><tr><td>Catering</td><td>▶</td><td></td></tr><tr><td>Loading/unloading property o...</td><td>◀</td><td></td></tr><tr><td>Assistance for disabled passen...</td><td></td><td></td></tr><tr><td>Security</td><td></td><td></td></tr></tbody></table>	Available		Chosen	Catering	▶		Loading/unloading property o...	◀		Assistance for disabled passen...			Security		
Available		Chosen														
Catering	▶															
Loading/unloading property o...	◀															
Assistance for disabled passen...																
Security																
Certification & Submission	To be eligible as a contractor or subcontractor of non-catering functions, you must perform these services you entered above on the property of an airport. Do you provide any of these services on the property of an airport? --None--															
	Please upload a copy of a current, executed contract with a Part 121 Carrier to whom you provide services on the property of an airport. Upload Required Doc(s) <div>Upload Files Or drop files</div> <table><thead><tr><th>Title</th><th>Upload Date</th><th>Download File</th></tr></thead><tbody></tbody></table>	Title	Upload Date	Download File												
Title	Upload Date	Download File														

Save



Step 4d: Eligibility Questions

cont.

❖ Eligibility Questions section if applicant is a contractor AND Contractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/.

Eligible contractors must also perform, under a contract or subcontract with a Part 121 Carrier, either (a) catering functions or (b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail.

Catering functions are the preparation, assembly, or both, of food, beverages, provisions and related supplies for delivery, and the delivery of such items, directly to aircraft or to a location on or near airport property for subsequent delivery to an aircraft.

Eligible functions on the property of an airport that are directly related to the air transportation of persons, property, or mail may include, but are not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382 (e.g., wheelchair and similar services to passengers with a disability); security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal.

Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier?

Contractor

Please enter the name(s) of at least one Part 121 Carrier to whom you are a direct contractor.

ABC airlines

Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?

Available

Catering

Loading/unloading property o...

Security

Airport ticketing and check-in

Chosen

Assistance for disabled passengers

To be eligible as a contractor or subcontractor of non-catering functions, you must perform these services you entered above on the property of an airport. Do you provide any of these services on the property of an airport?

No

You are not eligible for PSP2 because you do not perform services on the property of an airport.

Please upload a copy of a current, executed contract with a Part 121 Carrier to whom you provide services on the property of an airport.

Upload Required Doc(s)



Upload Files

Or drop files

Title



Upload Date



Download File

Save



Step 4d: Eligibility Questions

cont.

❖ Eligibility Questions section if applicant is a contractor AND Contractor

Shows if Contractor was PSP1, for both contractor and sub-contractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/.

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Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier?

Contractor

Direct Contractor(s)

dsada

Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?

Available

Assistance for disabled passen...

Security

Airport ticketing and check-in

Ground-handling of aircraft

Chosen

Catering

Loading/unloading property on ai...

Please upload a copy of a current, executed subcontract with a Part 121 Carrier to whom you provide services on the property of an airport.

Upload Required Doc(s)



Upload Files

Or drop files

As a new PSP2 contractor or subcontractor applicant that did not participate in PSP1, to be eligible for the PSP2, you must have a valid contract or subcontract that was valid and effective during the entirety of the period between October 2019 and March 2020. Please confirm that the uploaded contract(s) or subcontract(s) were valid and effective during the entirety of the period between October 2019 and March 2020.

* ☒

Save



Step 4d: Eligibility Questions

cont.

❖ Eligibility Questions section if applicant is a contractor AND Subcontractor

Shows if Contractor was PSP1, for both contractor and sub-contractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/.

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Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier?

Subcontractor

Please enter the name of at least one Part 121 Carrier to whom you are a subcontractor, and the name of at least one company that is the direct contractor to the Part 121 Carrier.

Part 121 Passenger Air Carrier(s)

Direct Contractor(s)

dsada

Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?

Available	Chosen
Assistance for disabled passen...	Catering
Security	Loading/unloading property on ai...
Airport ticketing and check-in	
Ground-handling of aircraft	

Please upload a copy of a current, executed subcontract with a Part 121 Carrier to whom you provide services on the property of an airport.

Upload Required Doc(s)

[Upload Files](#) Or drop files

As a new PSP2 contractor or subcontractor applicant that did not participate in PSP1, to be eligible for the PSP2, you must have a valid contract or subcontract that was valid and effective during the entirety of the period between October 2019 and March 2020.

Please confirm that the uploaded contract(s) or subcontract(s) were valid and effective during the entirety of the period between October 2019 and March 2020.

☒

Save



Step 4d: Eligibility Questions

cont.

❖ Additional Info section if applicant is a contractor AND Subcontractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/.

Eligible contractors must also perform, under a contract or subcontract with a Part 121 Carrier, either (a) catering functions or (b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail.

Catering functions are the preparation, assembly, or both, of food, beverages, provisions and related supplies for delivery, and the delivery of such items, directly to aircraft or to a location on or near airport property for subsequent delivery to an aircraft.

Eligible functions on the property of an airport that are directly related to the air transportation of persons, property, or mail may include, but are not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382 (e.g., wheelchair and similar services to passengers with a disability); security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal.

Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier?

Subcontractor

Please enter the name of at least one Part 121 Carrier to whom you are a subcontractor, and the name of at least one company that is the direct contractor to the Part 121 Carrier.

Part 121 Passenger Air Carrier(s)

Direct Contractor(s)

Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?

Available

Catering

Assistance for disabled passe...

Security

Airport ticketing and check-in

Chosen

Loading/unloading property on ai...

To be eligible as a contractor or subcontractor of non-catering functions, you must perform these services you entered above on the property of an airport. Do you provide any of these services on the property of an airport?

No

You are not eligible for PSP2 because you do not perform services on the property of an airport.

Please upload a copy of a current, executed subcontract with a Part 121 Carrier to whom you provide services on the property of an airport.

Upload Required Doc(s)



Upload Files

Or drop files

Title

Upload Date

Download File

Save



Step 4d: Eligibility Questions

cont.

❖ Eligibility Questions section if applicant is a contractor AND Subcontractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

Eligible contractors perform under a contract or subcontract with a Passenger Air Carrier conducting operations under 14 CFR Part 121 (Part 121 Carrier). Part 121 Passenger Air Carriers have a certificate authorizing them to operate scheduled air service, and they are generally large, U.S.-based airlines or regional air carriers. For more information, see Regularly Scheduled Air Carriers (Part 121) here https://www.faa.gov/hazmat/air_carriers/operations/part_121/.

Eligible contractors must also perform, under a contract or subcontract with a Part 121 Carrier, either (a) catering functions or (b) functions on the property of an airport that are directly related to the air transportation of persons, property, or mail.

Catering functions are the preparation, assembly, or both, of food, beverages, provisions and related supplies for delivery, and the delivery of such items, directly to aircraft or to a location on or near airport property for subsequent delivery to an aircraft.

Eligible functions on the property of an airport that are directly related to the air transportation of persons, property, or mail may include, but are not limited to, the loading and unloading of property on aircraft; assistance to passengers under 14 CFR part 382 (e.g., wheelchair and similar services to passengers with a disability); security; airport ticketing and check-in functions; ground-handling of aircraft; or aircraft cleaning and sanitization functions and waste removal.

Are you a direct contractor or are you a subcontractor to a Part 121 Passenger Air Carrier?

Subcontractor

Please enter the name of at least one Part 121 Carrier to whom you are a subcontractor, and the name of at least one company that is the direct contractor to the Part 121 Carrier.

Part 121 Passenger Air Carrier(s)

Direct Contractor(s)

Which of the following eligible functions do you perform directly related to the air transportation of persons, property, or mail under your contract or subcontract with a Part 121 Carrier?

Available

Catering

Assistance for disabled passe...

Security

Airport ticketing and check-in

Chosen

Loading/unloading property on ai...

To be eligible as a contractor or subcontractor of non-catering functions, you must perform these services you entered above on the property of an airport. Do you provide any of these services on the property of an airport?

Yes

Please enter the name of at least one airport on whose property you perform the contracting or subcontracting functions you selected above.

Please upload a copy of a current, executed subcontract with a Part 121 Carrier to whom you provide services on the property of an airport.

Upload Required Doc(s)

Upload Files

Or drop files

Title

Upload Date

Download File

Save



Step 4e: Company Information

❖ Previous PSP1 Applicant

User Instructions	Identifying Info	Financial Info	Bankruptcy	Employment Levels
Definitions	Please confirm or update the following information in our records taken from your PSP1 application.			
Start Application	Company Information Please enter your DUNS number ①		Primary Contact to Discuss this Application	
Eligibility Questions	<input type="text" value="256987458"/>		Contact Person Name <input type="text" value="Demo Test"/>	
Company Information	Are you registered in SAM.gov?		Contact Person Title <input type="text" value="Test Title"/>	
Determining Awardable Amount	<input type="text" value="Yes"/>		Contact Person Phone <input type="text" value="310-555-2121"/>	
Affiliates	Please select your entity type.		Contact Person Email <input type="text" value="test@gmail.com"/>	
Certification & Submission	<input type="text" value="Limited Partnership"/>			
Company Address (Valid Mailing Address)				
Street <input type="text" value="456 main st."/>				
City <input type="text" value="los angeles"/>				
State <input type="text" value="CA"/>				
Zip Code (5 digits) ① <input type="text" value="90210"/>				
Zip +4 Code ① <input type="text" value="4444"/>				
				<input type="button" value="Next"/> <input type="button" value="Save"/>



Step 4e: Company Information

❖ Previous PSP1 Applicant

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission



Financial Info

Bankruptcy

Employment Levels

Please provide the following information about the financial institution to which you want your PSP2 financial assistance 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?

New Account

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

--None--

Previous

Save

Next



Step 4e: Company Information

❖ Previous PSP1 Applicant

User Instructions	✓	Financial Info	Bankruptcy	Employment Levels
Definitions	Please provide the following information about the financial institution to which you want your PSP2 financial assistance 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.			
Start Application				
Eligibility Questions	Which financial account would you like us to send payments to?			
Company Information	<div>Same account used to receive PSP1 payments</div>			
Determining Awardable Amount				
Affiliates				
Certification & Submission				

Previous

Save

Next



Step 4e: Company Information cont.

❖ NO PSP1 Application, new applicant

User Instructions	Identifying Info				Financial Info	Bankruptcy	Employment Levels
Definitions	Please enter the following information about your company.						
Start Application							
Eligibility Questions							
Company Information							
Determining Awardable Amount							
Affiliates							
Certification G. Submission							

Company Information
Please enter your DUNS number 1

256987458

Are you registered in SAM.gov?

--None--

Complete this field.

Please select your entity type.

--None--

Complete this field.

Company Address (Valid Mailing Address)
Street
456 main st.
City
los angeles
State
CA
Zip Code (5 digits) 1
90210
Zip +4 Code 1
Complete this field.

Primary Contact to Discuss this Application
Contact Person Name
Demo Test
Contact Person Title
Test Title
Contact Person Phone
310-555-2121
Contact Person Email
test@gmail.com

Next Save



Step 4e: Company Information cont.

❖ NO PSP1 Application, new applicant

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission



Financial Info

Bankruptcy

Employment Levels

Please provide the following information about the financial institution to which you want your PSP2 financial assistance 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.

Financial Institution Name

Routing Transit Number

Financial Institution Address

Confirm Routing Transit Number

Financial Account Number

Confirm Financial Account Number

Financial Account Type

Previous

Save

Next



Step 4e: Company Information cont.

❖ Both PSP1 and NOT PSP1 Applicants

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission



Bankruptcy

Employment Levels

PSP2 applicants who have taken or are contemplating action to commence bankruptcy proceedings may be eligible for PSP2 financial assistance, depending on the applicant's circumstances, but they must disclose this information to the Treasury and may be subject to additional terms and conditions.

Have you taken, or are you contemplating taking, action to commence bankruptcy?

--None--

Previous

Save

Next



Step 4e: Company Information cont.

❖ Both PSP1 and NOT PSP1 Applicants

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission



Bankruptcy

Employment Levels

PSP2 applicants who have taken or are contemplating action to commence bankruptcy proceedings may be eligible for PSP2 financial assistance, depending on the applicant's circumstances, but they must disclose this information to the Treasury and may be subject to additional terms and conditions.

Have you taken, or are you contemplating taking, action to commence bankruptcy?

We are contemplating bankruptcy



Please explain the financial circumstances that are causing you to consider bankruptcy.



Previous

Save

Next



Step 4e: Company Information cont.

❖ Both PSP1 and NOT PSP1 Applicants

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission

✓ ✓ Bankruptcy Employment Levels

PSP2 applicants who have taken or are contemplating action to commence bankruptcy proceedings may be eligible for PSP2 financial assistance, depending on the applicant's circumstances, but they must disclose this information to the Treasury and may be subject to additional terms and conditions.

Have you taken, or are you contemplating taking, action to commence bankruptcy?

We have taken action to commence bankruptcy

Multiple fields shown

Debtor Name

Type (chapter) of Bankruptcy Filing

Bankruptcy Court (provide name)

Date of Bankruptcy Filing

Case/Petition Number

Previous

Save

Next



Step 4e: Company Information cont.

❖ Both PSP1 and NOT PSP1 Applicants

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable
Amount

Affiliates

Certification & Submission

Employment Levels

Please provide the following information about your company's employment levels.

Please provide your annual average number of employees for 2019

0

Please provide the number of U.S. employees active and on payroll as of the following four dates:

March 27, 2020

200

December 1, 2020

200

October 1, 2020

199

Today's date, i.e., the date of this application submission

202

Please provide the number of U.S. employees the applicant has involuntarily furloughed, laid off, subjected to other involuntary employee reduction on or after March 27, 2020 (if applicant did not participate in PSP1).

5

Please provide the number of U.S. employees the applicant has involuntarily furloughed, laid off, subjected to other involuntary employee reduction on or after October 1, 2020 (if applicant participated in PSP1).

0

Previous

Save



Step 4f: Determining Awardable Amount

❖ 1) Workflow: PSP1 participant, Passenger Air Carrier, Form 41 Filer

❖ Option A

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

You participated in PSP1 and you are required to report salaries and benefits on form 41 to the Department of Transportation (DOT) under 14 CFR Part 241.

As a PSP1 participant and a Form 41 filer, the PSP Extension Law provides you with two options for determining your awardable amount of financial assistance under PSP2.

Please select one of the two following options.

Option A: The amount you were approved to receive (without taking into account any pro rata reduction) under the PSP1 pursuant to the CARES Act, which was based on the amount of salaries and benefits you reported to DOT on Form 41 for the period from April 1, 2019 to September 30, 2019.

☒

Option B: The amount of salaries and benefits you reported to DOT on Form 41 for the period from October 1, 2019 to March 31, 2020.

☐

You have selected Option A

After you complete the certifications in the next section to submit your application, the Treasury will notify you when it has completed its review and, if approved, will provide instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Save



Step 4f: Determining Awardable Amount

❖ 1) Workflow: PSP1 participant, Passenger Air Carrier, Form 41 Filer

❖ Option B

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

You participated in PSP1 and you are required to report salaries and benefits on form 41 to the Department of Transportation (DOT) under 14 CFR Part 241.

As a PSP1 participant and a Form 41 filer, the PSP Extension Law provides you with two options for determining your awardable amount of financial assistance under PSP2.

Please select one of the two following options.

Option A: The amount you were approved to receive (without taking into account any pro rata reduction) under the PSP1 pursuant to the CARES Act, which was based on the amount of salaries and benefits you reported to DOT on Form 41 for the period from April 1, 2019 to September 30, 2019.

☐

Option B: The amount of salaries and benefits you reported to DOT on Form 41 for the period from October 1, 2019 to March 31, 2020.

☒

You have selected Option B

The Treasury will obtain this awardable amount from the DOT and the Bureau of Transportation Statistics.

After you complete the certifications in the next section to submit your application, the Treasury will notify you when it has obtained the Form 41 amounts and completed its review of your application. If approved, Treasury will notify you with instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Save



Step 4f: Determining Awardable Amount

❖ 2) Workflow: NOT a PSP1 participant, Passenger Air Carrier, Form 41 Filer

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

[Determining Awardable Amount](#)

Affiliates

You are required to report salaries and benefits on Form 41 to the Department of Transportation (DOT) under 14 CFR Part 241.

Your awardable amount of financial assistance under PSP2 will be based on the amount of salaries and benefits you reported to DOT on Form 41 for the period from October 1, 2019 to March 31, 2020.

Treasury will obtain this amount from the DOT and the Bureau of Transportation Statistics.

After you complete the certifications in the next section and submit your application, Treasury will notify you when it has obtained the Form 41 amounts and completed its review of your application. If you are approved, Treasury will provide you with instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Save



Step 4f: Determining Awardable Amount

❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

❖ Option A

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

You participated in PSP1 and you are NOT required to report salaries and benefits on Form 41 to the Department of Transportation (DOT) under 14 CFR Part 241.

As a PSP1 participant and a non-Form 41 filer, the PSP Extension Law provides you with two options for determining your awardable amount of financial assistance under PSP2.

Please select one of the two following options.

Option A : PSP1 Amount + 15 Percent: The amount that you were approved to receive (without taking into account any pro rata reduction) under the PSP1 pursuant to the CARES Act, plus an additional 15 percent of such amount.



Option B : Form 41 Adjusted Amount: The sum of i) the amount that you certify, using a sworn financial statement or other appropriate data, to be the total salaries and related fringe benefits you incurred and would have reported to the Department of Transportation on Form 41 as if you had been required to submit Form 41 for the period from April 1, 2019 through September 30, 2019; AND ii) an additional amount equal to the amount by which the amount certified under (i) above exceeds the amount you received under the PSP1 pursuant to the CARES Act.



Please be advised that choosing Option B will require you to provide a significant amount of documentation to Treasury in order to verify your requested awardable amount. As a result, selecting Option B may result in increased processing time for your application.

Please note you may save your application, consider the two options, and return to the application later to make your selection.

You have selected option A.

Your awardable amount for PSP2 will be your PSP1 amount plus 15 percent.

After you complete the certifications in the next section to submit your application, the Treasury will notify you when it has completed its review and, if approved, will provide instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Save



Step 4f: Determining Awardable Amount

❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

❖ Option B

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

You participated in PSP1 and you are NOT required to report salaries and benefits on Form 41 to the Department of Transportation (DOT) under 14 CFR Part 241.

As a PSP1 participant and a non-Form 41 filer, the PSP Extension Law provides you with two options for determining your awardable amount of financial assistance under PSP2.

Please select one of the two following options.

Option A : PSP1 Amount + 15 Percent: The amount that you were approved to receive (without taking into account any pro rata reduction) under the PSP1 pursuant to the CARES Act, plus an additional 15 percent of such amount.

☐

Option B : Form 41 Adjusted Amount: The sum of i) the amount that you certify, using a sworn financial statement or other appropriate data, to be the total salaries and related fringe benefits you incurred and would have reported to the Department of Transportation on Form 41 as if you had been required to submit Form 41 for the period from April 1, 2019 through September 30, 2019; AND ii) an additional amount equal to the amount by which the amount certified under (i) above exceeds the amount you received under the PSP1 pursuant to the CARES Act.

☒

Please be advised that choosing Option B will require you to provide a significant amount of documentation to Treasury in order to verify your requested awardable amount. As a result, selecting Option B may result in increased processing time for your application.

Please note you may save your application, consider the two options, and return to the application later to make your selection.

You have selected Option B.

Your awardable amount of financial assistance will be based on your sworn financial statement of salaries and related fringe benefits as if you had been required to submit Form 41 for the period from October 1, 2019 to March 31, 2020, plus any additional amount where your sworn financial statement amount exceeds the amount you received under the PSP1.

The sworn financial statement must include the amount of salaries, benefits, pensions, and related fringe benefits paid to all of your employees in the labor categories of general management, flight personnel, maintenance labor, aircraft and traffic handling personnel, and other administrative personnel. The sworn financial statement must also include a narrative explanation of your calculations.

To continue your application, you must complete and upload the Form 41 Worksheet, which will serve as your sworn financial statement equivalent to a Form 41 filing, as well as files supporting your Form 41 Worksheet. Please see the download and upload links below.

[Download and upload your Form 41 Worksheet here.](#)



Step 4f: Determining Awardable Amount

❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

❖ Option B cont.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Instructions and additional uploads:

To support your calculations and entries on the following lines in the Form 41 Worksheet, you must upload supporting files.

[LINE 3](#) [LINE 4](#) [LINE 5](#) [LINE 6](#) [LINE 7](#) [LINE 10](#) [LINE 11](#) [LINE 12](#)

General Management Personnel

Please attach an explanation of your calculations and payroll statements supporting your calculations.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Per DOT's Schedule P-6, the following categories are included in Line 3:

- President(s)
- Vice President(s)
- Assistant(s) to President or Vice President
- Controller(s)
- Treasurer(s)
- Corporate Secretary(ies)
- Division Manager(s)

Thank you for uploading your Form 41 Worksheet and supporting files.

The information in the Form 41 Worksheet you uploaded must be reported in accordance with the DOT's standards under 14 CFR 241[\[click here\]](#) and Schedule P-6[\[click here\]](#).

Please certify that you reported this information in accordance with 14 CFR 241 and Schedule P-6.

☐

This amounts in this form cannot include compensation to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.

Please certify that the amounts in this form do not include any compensation paid to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.

☐



Step 4f: Determining Awardable Amount

❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

❖ Option B cont.

You have selected Option B.

Your awardable amount of financial assistance will be based on your sworn financial statement of salaries and related fringe benefits as if you had been required to submit Form 41 for the period from October 1, 2019 to March 31, 2020, plus any additional amount where your sworn financial statement amount exceeds the amount you received under the PSP1.

The sworn financial statement must include the amount of salaries, benefits, pensions, and related fringe benefits paid to all of your employees in the labor categories of general management, flight personnel, maintenance labor, aircraft and traffic handling personnel, and other administrative personnel. The sworn financial statement must also include a narrative explanation of your calculations.

To continue your application, you must complete and upload the Form 41 Worksheet, which will serve as your sworn financial statement equivalent to a Form 41 filing, as well as files supporting your Form 41 Worksheet. Please see the download and upload links below.

Download and upload your Form 41 Worksheet here.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Instructions and additional uploads:

To support your calculations and entries on the following lines in the Form 41 Worksheet, you must upload supporting files.

LINE 3 LINE 4 LINE 5 LINE 6 LINE 7 LINE 10 LINE 11 LINE 12

Flight Personnel

Please attach an explanation of your calculations and payroll statements supporting your calculations.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Per DOT's Schedule P-6, the following categories are included in Line 4:

- Captain(s)
- Check pilot(s)
- Chief pilot(s)
- Copilot(s)
- Pilot(s)
- Reserve Pilot(s)
- Test Pilot(s)
- Flight Attendant(s)



Step 4f: Determining Awardable Amount

❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

❖ Option B cont.

You have selected Option B.

Your awardable amount of financial assistance will be based on your sworn financial statement of salaries and related fringe benefits as if you had been required to submit Form 41 for the period from October 1, 2019 to March 31, 2020, plus any additional amount where your sworn financial statement amount exceeds the amount you received under the PSP1.

The sworn financial statement must include the amount of salaries, benefits, pensions, and related fringe benefits paid to all of your employees in the labor categories of general management, flight personnel, maintenance labor, aircraft and traffic handling personnel, and other administrative personnel. The sworn financial statement must also include a narrative explanation of your calculations.

To continue your application, you must complete and upload the Form 41 Worksheet, which will serve as your sworn financial statement equivalent to a Form 41 filing, as well as files supporting your Form 41 Worksheet. Please see the download and upload links below.

Download and upload your Form 41 Worksheet [here](#).

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	▼ Upload Date	▼ Download File
--------------------------------	---------------	-----------------

Instructions and additional uploads:

To support your calculations and entries on the following lines in the Form 41 Worksheet, you must upload supporting files.

LINE 3 LINE 4 LINE 5 LINE 6 LINE 7 LINE 10 LINE 11 LINE 12

Maintenance Labor

Please attach an explanation of your calculations and payroll statements supporting your calculations.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	▼ Upload Date	▼ Download File
--------------------------------	---------------	-----------------

Per DOT's Schedule P-6, the following categories are included in Line 5:

- Apprentice Mechanic(s)
- Carpenter(s)
- Chief mechanic(s)
- Cleaner(s)
- Crew chief(s)
- Electricians(s)
- Engineer(s)
- Foreman/Foremen
- Inspector(s)



Step 4f: Determining Awardable Amount

- ❖ 3) Workflow: PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer
- ❖ Option B cont.

Thank you for uploading your Form 41 Worksheet and supporting files.

The information in the Form 41 Worksheet you uploaded must be reported in accordance with the DOT's standards under 14 CFR 241[[click here](#)]and Schedule P-6[[click here](#)].

Please certify that you reported this information in accordance with 14 CFR 241 and Schedule P-6.

☐

This amounts in this form cannot include compensation to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.

Please certify that the amounts in this form do not include any compensation paid to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.

☐

The applicant's name and taxpayer ID number must match the legal entity name and taxpayer ID number, if applicable, on the uploaded payroll statements

If the applicant's name and/or taxpayer ID number does not match the name and/or taxpayer ID number on the uploaded payroll statements, please provide an explanation below.

Save



Step 4f: Determining Awardable Amount

❖ 4) Workflow: Not a PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

Your awardable amount of financial assistance under PSP2 will be based on the amount that you certify, using a sworn financial statement and other appropriate data, to be the total salaries and related fringe benefits you incurred and would have reported to the Department of Transportation on Form 41 as if you had been required to submit Form 41 for the period from October 1, 2019 to March 31, 2020.

Therefore, you are required to submit a sworn financial statement, with an narrative explanation of your calculations, for the salaries, benefits, pensions, and related fringe benefits paid to all of your employees in the labor categories of general management, flight personnel, maintenance labor, aircraft and traffic handling personnel, and other administrative personnel.

To continue your application, you must complete and upload this spreadsheet (link below), which will serve as your sworn financial statement. Please note you may save your application, download the spreadsheet, complete it, and then return to this application to upload it.

After you upload your sworn financial statement spreadsheet, and complete the additional certifications in the next section to submit your application, the Treasury will notify you when it has completed its review of your application. If approved, Treasury will notify you with instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Form 41 Worksheet

Please provide the following information, which will assist Treasury with calculating your awardable amount. The awardable amount, or the maximum potential amount of payroll support that may be awarded to an applicant, would be based on the amount that the applicant certifies, using sworn financial statements and other appropriate data, as the amount of total salaries and related fringe benefits that the applicant has incurred and would be required to be reported to the Department of Transportation (DOT) pursuant to DOT's Form 41 if the applicant were required to transmit such information during the period between October 01, 2019 and March 31, 2020.

[Spreadsheet Download](#)

Upload Required Doc(s)

[Upload Files](#) Or drop files



Title



Upload Date



Download File

Instructions and additional uploads below:

[LINE 3](#) [LINE 4](#) [LINE 5](#) [LINE 6](#) [LINE 7](#) [LINE 10](#) [LINE 11](#) [LINE 12](#)



Step 4f: Determining Awardable Amount

❖ 4) Workflow: Not a PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer cont.

Form 41 Worksheet

Please provide the following information, which will assist Treasury with calculating your awardable amount. The awardable amount, or the maximum potential amount of payroll support that may be awarded to an applicant, would be based on the amount that the applicant certifies, using sworn financial statements and other appropriate data, as the amount of total salaries and related fringe benefits that the applicant has incurred and would be required to be reported to the Department of Transportation (DOT) pursuant to DOT's Form 41 if the applicant were required to transmit such information during the period between October 01, 2019 and March 31, 2020.

Spreadsheet Download

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Instructions and additional uploads below:

LINE 3 LINE 4 LINE 5 LINE 6 LINE 7 **LINE 10** LINE 11 LINE 12

Personnel Expenses

Please attach an explanation of your calculations and financial statements supporting your calculations.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
--------------------------------	-------------	---------------

Per DOT's Schedule P-6, the following categories are included in Line 10:

- Auto fuel and parking expense(s)
- Auto mileage allowance(s)
- Auto rental(s)
- Communications expense(s)
- Employee memberships, dues and registrations
- Employee service pins
- Employee uniforms and insignia
- Flight crew meals
- Hotel and lodging
- Laundry and valet expense
- Meals and entertainment



Step 4f: Determining Awardable Amount

❖ 4) Workflow: Not a PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer cont.

Form 41 Worksheet

Please provide the following information, which will assist Treasury with calculating your awardable amount. The awardable amount, or the maximum potential amount of payroll support that may be awarded to an applicant, would be based on the amount that the applicant certifies, using sworn financial statements and other appropriate data, as the amount of total salaries and related fringe benefits that the applicant has incurred and would be required to be reported to the Department of Transportation (DOT) pursuant to DOT's Form 41 if the applicant were required to transmit such information during the period between October 01, 2019 and March 31, 2020.

Spreadsheet Download

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
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Instructions and additional uploads below:

LINE 3 LINE 4 LINE 5 LINE 6 LINE 7 LINE 10 LINE 11 LINE 12

Employee Benefits and Pensions

Please attach an explanation of your calculations and financial statements supporting your calculations.

Upload Required Doc(s)

[Upload Files](#) Or drop files

<input type="checkbox"/> Title	Upload Date	Download File
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Per DOT's Schedule P-6, the following categories are included in Line 11:

- Direct Annuity Payments
- Educational Programs
- Group accident and health insurance – company contributions
- Group life insurance – company contributions
- Medical programs
- Recreational programs
- Provisions for self-insurance
- Retirement plan – company contributions
- Workman's compensation insurance
- 401(k) plan – company contributions



Step 4f: Determining Awardable Amount

❖ 4) Workflow: Not a PSP1 participant, Passenger Air Carrier, Not a Form 41 Filer cont.

The information in the Form 41 Worksheet you uploaded must be reported in accordance with the DOT's standards under 14 CFR 241[\[click here\]](#) and Schedule P-6[\[click here\]](#).
Please certify that you reported this information in accordance with 14 CFR 241 and Schedule P-6.

☐

This amounts in this form cannot include compensation to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.
Please certify that the amounts in this form do not include any compensation paid to individuals who are not employees, such as independent contractors reported on IRS Form 1099-MISC.

☐

The applicant's name and taxpayer ID number must match the legal entity name and taxpayer ID number, if applicable, on the uploaded payroll statements
If the applicant's name and/or taxpayer ID number does not match the name and/or taxpayer ID number on the uploaded payroll statements, please provide an explanation below.

Save



Step 4f: Determining Awardable Amount

❖ 5) Workflow: PSP1 participant, Contractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

You are a contractor who participated in PSP1. Your awardable amount for PSP2 will be the same amount you were approved to receive (without taking into account any pro rata reduction) under PSP1 pursuant to the CARES Act.

After you complete the certifications in the next section to submit your application, Treasury will notify you when it has completed its review. If you are approved, Treasury will provide instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Save



Step 4f: Determining Awardable Amount

❖ 6) Workflow: Not a PSP1 participant, Contractor

User Instructions

Definitions

Start Application

Eligibility Questions

Company Information

Determining Awardable Amount

Affiliates

Certification & Submission

You are a contractor who did not participate in PSP1.

Therefore, your awardable amount of financial assistance under PSP2 will be based on the amount that you certify, using a sworn financial statement and other appropriate data, as the amount of wages, salaries, benefits and other compensation that you paid to employees during the period from October 1, 2019 to March 31, 2020.

You must complete the worksheet below, which will serve as your sworn financial statement, to continue your application. Since the worksheet will require you to obtain certain financial data, please note that you may save your application and return to the application later after you have obtained the data to complete the worksheet.

You must also upload a copy of your IRS Form 941s for (1) the October-December 2019 quarter and the January-March 2020 quarter.

Upload Required Doc(s)

[Upload Files](#) Or drop files

☐ Title



Upload Date



Download File

The applicant's name and taxpayer ID number must match the legal entity name and taxpayer ID number on the uploaded IRS Form 941.

If the applicant's name and/or taxpayer ID number does not match the name and/or taxpayer ID number on the uploaded IRS Form 941, please provide an explanation below.

After you complete your sworn financial statement below, complete the additional certifications in the next section, and submit your application, Treasury will notify you when it has completed its review of your application. If you are approved, Treasury will provide you with instructions for entering into a PSP2 agreement and a timetable for receiving financial assistance.

Sworn Financial Statement Worksheet

As you complete this worksheet, please note that by law, compensation paid to individuals that are not employees (as defined in the PSP2 guidelines), such as corporate officers and independent contractors reported on IRS Form 1099-MISC may not be included in PSP2 awardable amounts and must not be included in your sworn financial statement.

Only wages, salaries, benefits, and other compensation may be included in PSP2 awardable amounts; other expenses, such as per diem expenses and employer-side payroll taxes must not be included in your sworn financial statement.

Amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses and employer-side payroll taxes) may not be included in PSP2 awardable amounts. Amounts other than wages, salaries, benefits, and other compensation, such as per diem expenses and payroll taxes paid by the employer, shall not be included in your sworn financial statement.

Baseline Wages, Tips, and Other Compensation Paid. Please enter the amount of wages, tips, and other compensation, as reported on Line 2 of your IRS Forms 941 "Employer's Quarterly Federal Tax Return" for the October-December 2019 quarter and the January-March 2020 quarter. These amounts will establish a baseline for your wages, tips, and other compensation paid.



Step 4f: Determining Awardable Amount

❖ 6) Workflow: Not a PSP1 participant, Contractor cont.

Baseline Wages, Tips, and Other Compensation Paid. Please enter the amount of wages, tips, and other compensation, as reported on Line 2 of your IRS Forms 941 "Employer's Quarterly Federal Tax Return" for the October-December 2019 quarter and the January-March 2020 quarter. These amounts will establish a baseline for your wages, tips, and other compensation paid.

1): Line 2 from 941 Oct-Dec 2019

2): Line 2 from 941 Jan-Mar 2020

Wages, Tips, and Other Compensation to Corporate Officers. Please enter the amount of wages, tips, and other compensation paid to corporate officers, as included on Line 2 of your IRS Form 941 for the October-December 2019 quarter and the January-March 2020 quarter. All forms of compensation paid to corporate officers must be excluded from your sworn financial statement. These amounts will be subtracted from the total amount of baseline compensation you entered above.

3): Amount paid to corporate officers Oct-Dec 2019

4): Amount paid to corporate officers Jan-Mar 2020

Baseline Benefits Paid. Please enter the amount of benefits paid to all individuals on your payroll for the October-December 2019 quarter and the January-March 2020 quarter. These amounts you enter below will set the baseline for your total benefits paid.

5): Benefits paid to all individuals on payroll Oct-Dec 2019

6): Benefits paid to all individuals on payroll Jan-Mar 2020

Benefits Paid to Corporate Officers. Please enter the amount of benefits paid to corporate officers for the October-December 2019 quarter and the January-March 2020 quarter. Corporate officers are not considered employees under the PSP2 law, so benefits paid to them must be excluded from your sworn financial statement. These amounts will be subtracted from the total amount of baseline benefits you entered above.

7): Benefits paid to corporate officers Oct-Dec 2019

8): Benefits paid to corporate officers Jan-Mar 2020

Unadjusted Amount of Wages, Salaries, Benefits, and Other Compensation Paid to Employees. Based on the information entered above, the awardable amount of wages, salaries, benefits, and other compensation paid to employees (excluding the amounts for corporate officers) from October 1, 2019 through March 31, 2020 is:

9): System Calculation
\$0.00



Step 4f: Determining Awardable Amount

❖ 6) Workflow: Not a PSP1 participant, Contractor cont.

Unadjusted Amount of Wages, Salaries, Benefits, and Other Compensation Paid to Employees. Based on the information entered above, the awardable amount of wages, salaries, benefits, and other compensation paid to employees (excluding the amounts for corporate officers) from October 1, 2019 through March 31, 2020 is:

9): System Calculation
\$0.00

Adjustments. If the amount of wages, tips, and other compensation reported to the IRS on Line 2 of your Forms 941 for the October-December 2019 quarter and the January-March 2020 quarter does not reflect the total wages, salaries, and other compensation your company paid to eligible employees for purposes of calculating your PSP2 awardable amount, you may propose to include additional amounts using the fields below. These additional amounts will be considered to be part of the total under your sworn financial statement. However, you must provide specific statements explaining (a) the nature and type of compensation included in the additional amounts you enter below and (b) why the additional amounts you enter below were not included on your Forms 941. Treasury will review and consider your explanatory statements justifying the adjustments.

10): Additional Employee Compensation Not Reported on Line 2 from 941 Oct-Dec 2019

11): Additional Employee Compensation Not Reported on Line 2 from 941 Jan-Mar 2020

Adjusted Compensation and Benefits Paid to Employees. Based on your proposed adjustment to reflect additional compensation not included on your Forms 941, the awardable amount of wages, salaries, benefits, and other compensation paid to employees (excluding corporate officers) from October 1, 2019 through March 31, 2020 may be:

12): System Calculation
\$0.00

Confirm that the amounts entered above do not include any compensation paid to individuals that are not employees, such as corporate officers and independent contractors.

Confirm that the amounts entered above do not include amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses and payroll taxes paid by the employer).

Save



Step 4g: Validate PSP1

- ❖ Validate PSP1 section visible if applicant is a Passenger Air Carrier, non-Form 41 AND PSP1 participant
- OR
- ❖ Validate PSP1 section visible if applicant is a Contractor AND PSP1 participant

User Instructions

You applied for and received payroll assistance under PSP1 pursuant to the CARES Act (Application# PSA-2004270031).

Definitions

Applicants requesting financial assistance under PSP2 who participated in PSP1 are required to provide the following information and certifications relating to the sworn financial statements used to determine their PSP1 awardable amount. 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 may be included in your sworn financial statement in the PSP1 application.

Start Application

Answers to the questions below about PSP1 are required before you may submit your application for PSP2.

Eligibility Questions

Company Information

Determining Awardable Amount

[Validation of PSP1 Awardable Amount](#)

Affiliates

Certification & Submission

Corporate Officers. Corporate officers do not meet the definition of an "employee" under the CARES Act. Amounts paid to corporate officers should not have been included in your sworn financial statement in the PSP1 application. "Corporate officer" means, with respect to a passenger air carrier or contractor, 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 for the passenger air carrier or contractor. 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) certify that the sworn financial statement you submitted in the PSP1 application did not include wages, salaries, benefits, or other compensation paid to corporate officers, or

☐

(b) if payments to corporate officers may have been included in the sworn financial statement, request further information on how to properly disclose the impermissible inclusion of payments to corporate officers.

☐

Independent Contractors. Independent contractors do not meet the definition of an "employee" under the CARES Act. Amounts paid to independent contractors should not have been included in your sworn financial statement in the PSP1 application.

Please select either

(a) certify that the sworn financial statement you submitted in the PSP1 application did not include wages, salaries, benefits, or other compensation paid to independent contractors, or

☐

(b) if payments to independent contractors may have been included in the sworn financial statement, request further information on how to properly disclose the impermissible inclusion of payments to independent contractors.

☐



Step 4g: Validate PSP1 cont.

- ❖ Validate PSP1 section visible if applicant is a Passenger Air Carrier, non-Form 41 AND PSP1 participant
- OR
- ❖ Validate PSP1 section visible if applicant is a Contractor AND PSP1 participant

Employer Side Payroll Taxes. Amounts you paid in employer side payroll taxes are not considered wages, salaries, benefits, or other compensation paid to employees, and should not have been included in your sworn financial statement in the PSP1 application. Employer side payroll taxes include the taxes you report to the IRS on Lines [X] thru [Y] of your IRS Form 941 "Employer's Quarterly Federal Tax Return."

Please select either

(a) certify that the sworn financial statement you submitted in the PSP1 application did not include amounts you paid in employer side payroll taxes, or

☐

(b) if employer side payroll taxes may have been included in the sworn financial statement, 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) may not be included in your sworn financial statement in the PSP1 application.

Please select either

(a) certify that the sworn financial statement you submitted in the PSP1 application did not include amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses), or

☐

(b) if amounts other than wages, salaries, benefits, and other compensation (such as per diem expenses) were included in the sworn financial statement, request further information on how to properly disclose the impermissible inclusion of amounts other than wages, salaries, benefits, and other compensation.

☐

Save



Step 4h: Affiliates

User Instructions

Each corporate entity eligible to receive PSP2 financial assistance must complete a separate application, and each corporate entity that is approved for PSP2 financial assistance must enter into a PSP2 Agreement with Treasury.

Definitions

However, eligible entities whose applications are approved by Treasury, and who are affiliates (as defined in the "definitions" section), may enter into a single, consolidated PSP2 Agreement with Treasury, which would cover all affiliates. These entities may receive consolidated PSP2 payments to one central bank account.

Start Application

If you are affiliated with other PSP2 applicants and your corporate family would like to enter into a consolidated PSP2 Agreement with Treasury, please provide below the name and Taxpayer ID of the corporate parent and of each eligible affiliated entity applying for PSP2. Treasury will contact you about entering into a consolidated PSP2 Agreement for these affiliates. Please note that each affiliate entity must still submit a separate, discrete application.

Eligibility Questions

If you are not affiliated with other PSP2 applicants, please leave these fields blank.

Company Information

Determining Awardable Amount

PSP2 Applicant Name

Applicant Type

DUNS Number ⓘ

Taxpayer ID ⓘ

--None--

Validation of PSP1 Awardable Amount

Create Affiliate

[Affiliates](#)

Certification & Submission

☐

PSP2 Applicant Name

▼

Taxpayer ID

▼

DUNS Number

▼

Applicant Type

▼



Step 4h: Affiliates

User Instructions

Each corporate entity eligible to receive PSP2 financial assistance must complete a separate application, and each corporate entity that is approved for PSP2 financial assistance must enter into a PSP2 Agreement with Treasury.

Definitions

However, eligible entities whose applications are approved by Treasury, and who are affiliates (as defined in the "definitions" section), may enter into a single, consolidated PSP2 Agreement with Treasury, which would cover all affiliates. These entities may receive consolidated PSP2 payments to one central bank account.

Start Application

If you are affiliated with other PSP2 applicants and your corporate family would like to enter into a consolidated PSP2 Agreement with Treasury, please provide below the name and Taxpayer ID of the corporate parent and of each eligible affiliated entity applying for PSP2. Treasury will contact you about entering into a consolidated PSP2 Agreement for these affiliates. Please note that each affiliate entity must still submit a separate, discrete application.

Eligibility Questions

If you are not affiliated with other PSP2 applicants, please leave these fields blank.

Company Information

PSP2 Applicant Name

Delta

Applicant Type

Passenger Carrier

DUNS Number

234235235

Taxpayer ID

Determining Awardable Amount

Validation of PSP1 Awardable Amount

Affiliates

Certification & Submission

☐

PSP2 Applicant Name

▼

Taxpayer ID

▼

DUNS Number

▼

Applicant Type

▼

☐

Delta

234235235

Passenger Carrier

Create Affiliate



Step 4i: Certification

[User Instructions](#)[Definitions](#)[Start Application](#)[Eligibility Questions](#)[Company Information](#)[Determining Awardable Amount](#)[Validation of PSP1 Awardable Amount](#)[Affiliates](#)[Certification & Submission](#)

All applications must be accompanied by the following certification from two authorized officials.

The applicant and its undersigned authorized officials certify under penalty of perjury that:

- 1) the information and certifications provided in this application are true and correct;
- 2) the applicant and its affiliates have and shall retain documentation and records to support the information provided in this application;
- 3) the applicant and its affiliates shall provide the supporting documentation and records to Treasury upon request.

Name of Certifying Official

Name of Second Certifying Official

Title of Certifying Official

Title of Second Certifying Official

Submission Date

Jan 7, 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

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties, (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802). Treasury may refer any allegations of fraud, waste, or abuse in connection with the PSP to the Treasury Inspector General.



Step 4i: Certification cont.

[User Instructions](#)[Definitions](#)[Start Application](#)[Eligibility Questions](#)[Company Information](#)[Determining Awardable Amount](#)[Validation of PSP1 Awardable Amount](#)[Affiliates](#)[Certification & Submission](#)

All applications must be accompanied by the following certification from two authorized officials.

The applicant and its undersigned authorized officials certify under penalty of perjury that:

- 1) the information and certifications provided in this application are true and correct;
- 2) the applicant and its affiliates have and shall retain documentation and records to support the information provided in this application;
- 3) the applicant and its affiliates shall provide the supporting documentation and records to Treasury upon request.

Name of Certifying Official

Name of Second Certifying Official

Title of Certifying Official

Title of Second Certifying Official

Submission Date

Jan 7, 2021

Signature of Certifying Official

Signature of Second Certifying Official

Please sign and save only one signature per Certifying Official.

Sign Here



☐ Title



Upload Date



Download File

☐ Signature firstOfficial

Jan 8, 2021

Download File

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802). Treasury may refer any allegations of fraud, waste, or abuse in connection with the PSP to the Treasury Inspector General.

Submit Application