

FNB Teammates:

The Paycheck Protection Program (PPP) is moving fast here at FNBSF and we're likely to see more, similar COVID-19 loan programs coming from Treasury, the SBA, and others in the coming days and weeks.

My role in Credit Review – and our role at FNBSF – is to ensure that any loans that we process and fund don't run afoul of regulatory requirements.

Should FNBSF unwittingly loan funds to an employee, director, officer, shareholder, or related businesses through the PPP program (or any loan program for that matter) and be in violation of regulatory guidance, we may lose the program benefits and be ineligible for COVID-19 government-based loan guarantees. Those guarantees are essential for us as we drive ahead these programs for our customers.

That being said, I/we need your help:

Please contact me via email ASAP if any of the following apply to you:

- a. **You are an FNB employee and are *interested in applying* for a PPP loan through FNB for your business but haven't already.**
- b. **You are an FNB employee and already have applied and/or been approved for a PPP loan through FNB for your business or for a business for which you have a financial interest in.**
- c. **You are aware of employee-owned business(es) that have applied or been approved for a PPP loan with FNB.**

Here are some examples of business situations for which you should get in touch with me to discuss:

- You own the business and applied and/or plan to apply;
- Your spouse is a sole proprietor and he/she applied or plans to apply;
- "I just own a small business, does it really matter?" The answer is: Yes!

Normal banking practices allow us (and we encourage) our employees and their businesses to use FNBSF services, however; these COVID-19 programs are exceptions that we have to pay attention to and handle properly.

Your attention to this is very important so we can keep the PPP loan process moving for individuals/businesses impacted by COVID-19.

Thank you.

Sincerely, Carrie

