This document provides an overview of how to apply for the small business cashflow scheme (SBCS) loan in myIR. This will help you get familiar with the process before you apply. Applications are only available in myIR and are open from 12 May – 12 June 2020. If you don't have a myIR account, register for one today at **ird.govt.nz**

Keep this handy for when you're ready to apply for the loan.

For advice on whether the SBCS loan is right for you, speak to your financial advisor or tax agent. You may also wish to seek legal advice on your obligations if you take out an SBCS loan and whether you need to obtain the consent of your bank or another lender to your business or organisation. We do not provide financial or legal advice.

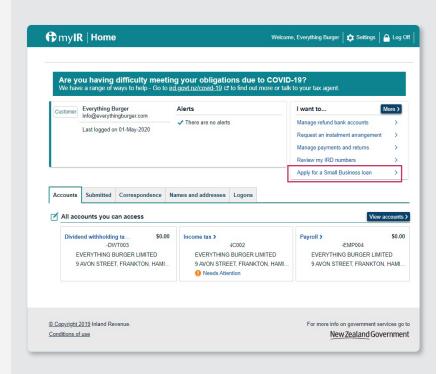
Before you start:

Before you start, go to ird.govt.nz/business-loan to check you meet the eligibility criteria and use the calculator to see how much you could borrow. Note: You must be legally allowed to borrow money for your entity and be the myIR account owner to be able to apply for the loan. Then have the following ready:

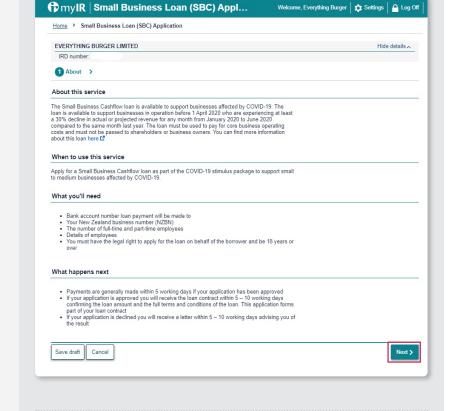
- 1 The bank account you want the loan to be paid into
- Your New Zealand Business number (NZBN) go to **www.nzbn.govt.nz/get-an-nzbn** to check if you have one or apply if you don't already have one
- 3 If you haven't received the wage subsidy, the number of full time and part time employees you have
- Employees details: If you've received the wage subsidy from Work & Income or filed an Employment Information (EI) in the last 30 days, your employees' information will be pre-populated. Otherwise, you'll need to manually enter your employees' name, IRD number, and whether they are full or part time employees.

Step 1

Once you've logged into your business myIR account, select 'Apply for a Small business loan' under 'I want to...'



Before you start your application, we'll provide more details about the loan scheme, what you'll need and what happens once the application is submitted. Select Next.



Step 2

Provide your NZBN (if we don't already hold this), and answer each of the eligibility questions. If you answer 'NO' for any of the eligibility questions you aren't eligible and therefore won't be able to apply for the loan.

If you HAVEN'T received the wage subsidy continue to Step 3. If you HAVE received the wage subsidy go to Step 4b.

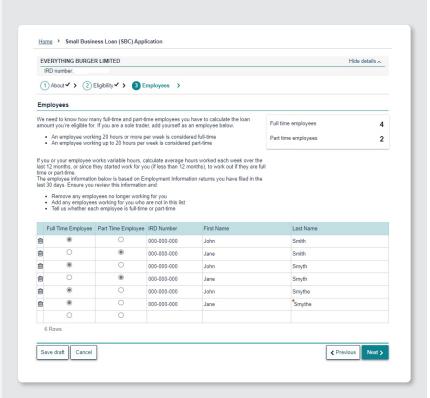
EVERYTHING BUI	RGER LIMITED		Hide details /
IRD number:			
1 About >	2 Eligibility >		
Application Info			
(i) A New Zealand b	usiness number is required to ap	pply for the Small Business Cashflow Loan. You can apply for one here 🗗	
Enter your NZBN			
Eligibility			
(i) By answering the	below questions you declare you	u meet the eligibility criteria for a Small Business Cashflow Loan	
l 10		f	
Yes	No Round to apply	y for this loan on behalf of the borrower.	
165	140		
		ed, registered (to the extent applicable) physically located in New Zealand an	d existing under the
laws of New Zealand		d and legally working in New Zealand.	
Yes	No.	rand legally working in New Zealand.	
163	140		
	anisation is experiencing a minim	num 30% decline in actual or predicted revenue from Jan 2020 to June 2020 a	as defined in the wa
subsidy scheme L.			
<u>Yes</u>	No		
Your business or org Zealand.	anisation was in existence prior to	to 1 April 2020 and all individuals (if any) who are employed by you are workin	ng legally in New
Yes	No		
<u>Ies</u>	anisation will only use this loan to		
Your business or org	anisation will only use this loan to	o pay for core operating costs (including, but not limited to, rent, insurance, uti	ilities, supplier
	No No	o pay for core operating costs (including, but not limited to, rent, insurance, uti	ilities, supplier
Your business or org payments, or rates). Yes	No		
Your business or org payments, or rates). Yes	No passed through to the shareholde	o pay for core operating costs (including, but not limited to, rent, insurance, uti ers or owners of the business, for example, by a dividend or a loan to the shar	
Your business or org payments, or rates). Yes	No		
Your business or org payments, or rates). Yes The loan will not be p	No passed through to the shareholde	ers or owners of the business, for example, by a dividend or a loan to the shar	eholders or owners
Your business or org payments, or rates). Yes The loan will not be payers Yes Your business or org	No passed through to the shareholde		eholders or owners
Your business or org payments, or rates). Yes The loan will not be payers Yes Your business or org	No sassed through to the shareholde No anisation is viable and ongoing, y	ers or owners of the business, for example, by a dividend or a loan to the shar	eholders or owners
Your business or org payments, or rates). Yes The loan will not be payers Your business or org information on file to	No passed through to the shareholde No anisation is viable and ongoing, y verify this for audit purposes.	ers or owners of the business, for example, by a dividend or a loan to the shar	eholders or owners

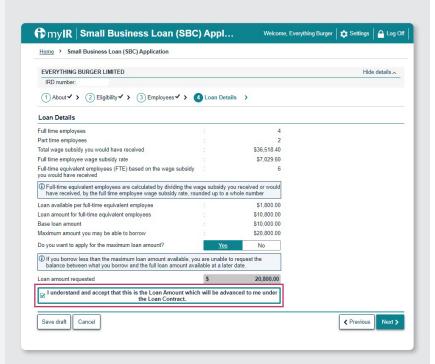
Check or provide your employees details and indicate if they are full or part time employees.

Step 4

Based on the information provided we'll calculate your loan amount. You can choose this amount or reduce it if you wish. Tick the checkbox to acknowledge you accept the loan amount.

Then go to Step 5



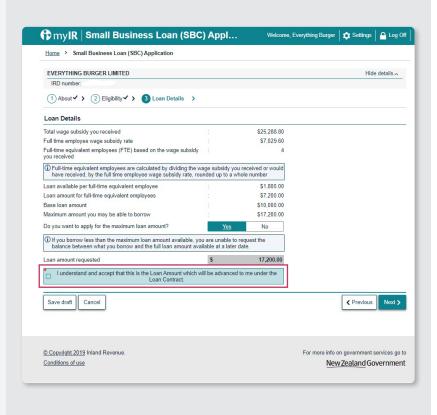


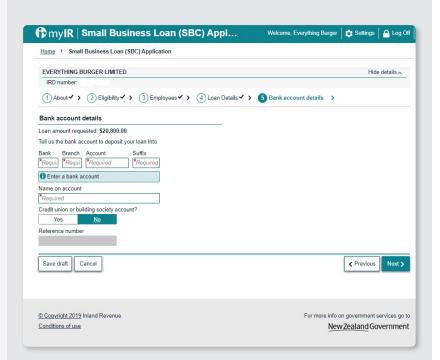
Step 4b

(if you HAVE received the wage subsidy): We'll calculate your loan amount based on the wage subsidy information we hold. You can reduce this amount if you wish. Then tick the checkbox to acknowledge you accept the loan amount.

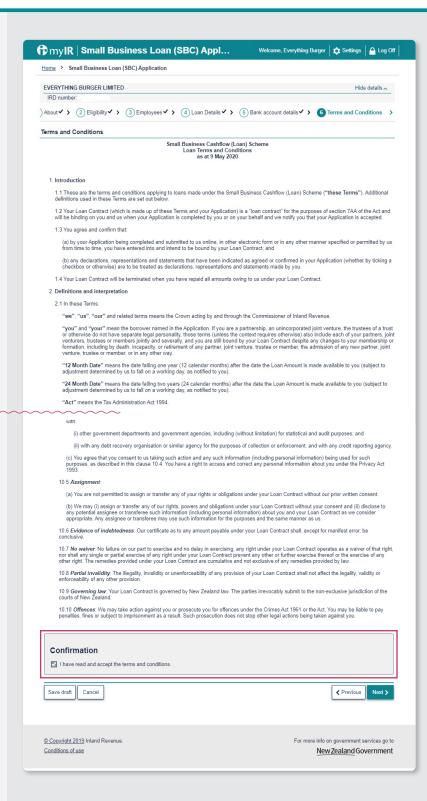
Step 5

Select or provide the bank account number you want the loan to be deposited to.





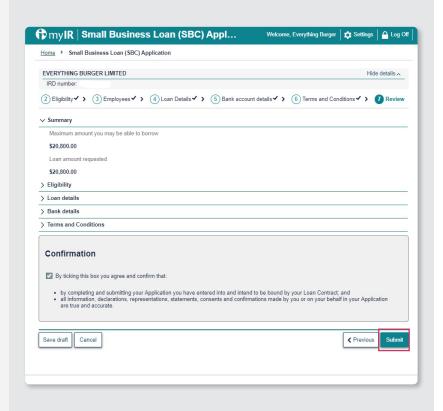
Read and tick to acknowledge you have read and accept the terms and conditions.

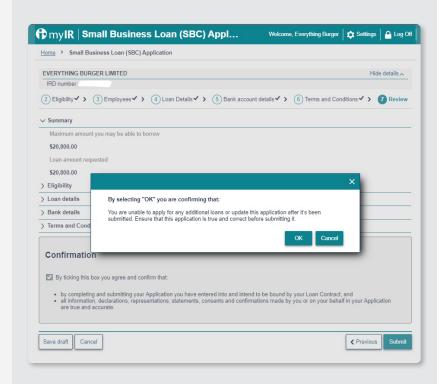


Review and confirm the loan application and submit.

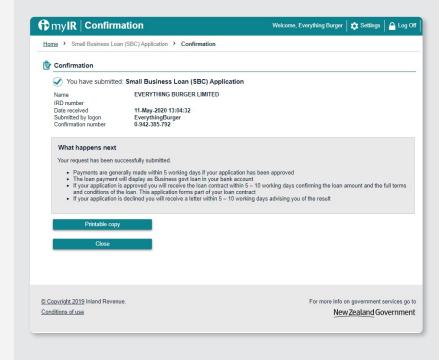
Step 8

One more chance to double check you've completed the application for your loan needs. You're applying for a one-off loan from Inland Revenue and no changes can be made to your application once it's submitted.





Your application is now confirmed. A confirmation number is provided, and we'll let you know what happens next. If your application is approved, we'll send you your loan contract and deposit your loan into your bank account within 5 working days.



Finally

You can view your application in the Submitted tab.

