

VIII. LENDER TOOLS, TIPS & FAQs

This section contains tools and tips to further assist lenders in enrolling loans, submitting claims and provides answers to the most frequently asked questions. For the most recent versions, refer to the CalCAP CARB website:

☞ CalCAP CARB Homepage:

<http://www.treasurer.ca.gov/cpcf/calcap/ARB/index.asp>

☞ FAQs: <http://www.treasurer.ca.gov/cpcf/calcap/ARB/faq.asp>

A. Lender Tools & Tips

1. How to Report the Number of Employees of a Small Business Concern & Related Affiliates

To report the number of employees of a borrower, the lender will request that the borrower count all individuals employed on a full-time, part-time, or other basis. If a borrower owns multiple businesses, has acquired an affiliate, or has been acquired as an affiliate, the employees counted to determine size status include the employees of all affiliates. Employees obtained from a temporary employee agency, professional employment organization, or leasing concern that received payment directly from the borrower will be included.

The borrower should consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes, to determine whether individuals are employees of their business. In general, an individual is considered an employee of a borrower if their compensation is issued by the borrower.



Volunteers (e.g. individuals who receive no compensation, including no in-kind compensation, for work performed) are **not** considered employees.

B. Frequently Asked Questions (FAQs)

For the most current FAQs, refer to the CalCAP CARB website at:

<http://www.treasurer.ca.gov/cpcf/calcap/ARB/faq.asp>