From COVID-19 to the 2020 Election:

WHAT CHANGING TIMES MEAN FOR YOUR BUSINESS

Navigating disruption, shifts in demand, supply upheaval, political headwinds, and more.
REGIONS COMMERCIAL INSIGHTS

Executive Vice President
BRIAN WILLMAN

Along to your management team.
It's a great piece to pass
communication, achieve peak performance, and
strategy that can build cost management
 into your balance sheet.

The Big Picture —
And Your Financial
Blind Spots
A focus on your potential blind spots
may limit unpleasant surprises in retirement.

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Your Retirement
The simple question
that can change the way
entrepreneurs approach retirement
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Finding the Right
SBA Lender
When it comes to
SBA loans, your lender can
make all the difference.

Editorial and Design: Imagination.
Editor: Jessica Austin
Special Contributors: Scott Hartwig, Tony Hotchkiss, Bryan Koepp, David May, Alan Register

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Sincerely,

BRIAN WILLMAN
Executive Vice President
Head of Commercial Banking

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ver the last
several months, we’ve witnessed
great ingenuity and agility
among American businesses. Many
companies are working hard to adjust in a
time of head-spinning shifts in consumer
preferences and demand, not to mention
widespread supply chain upheaval. The
pandemic has ushered in a wave of change,
and many of the business leaders we work
with have turned to us and asked, “What’s
next?” In this issue of Commercial Insights,
we’re diving deep into the issues that
matter the most as we all strive to regain
our footing. If your organization is like
many others, you’re undoubtedly looking
for ways to tighten your budget. In Starting
From Zero (page 6), we explore a budgeting
strategy that can build cost management
into your balance sheet.

You may also be facing a significant
change in the way your people work. In
Working Remotely (page 6), we provide
insight into how to strengthen
communication, achieve peak performance, and
retain team camaraderie in a remote work
environment. It’s a great piece to pass
along to your management team.

Finally, our feature story, From
COVID-19 to the 2020 Election: What
Changing Times Mean for Your Business
(page 10), takes a deep dive into how the
pandemic has impacted American
businesses, and more importantly, what we can
expect in the near future, particularly
as we head into election season. This piece
gives you tools and strategies to triumph
over turbulence.

No matter what comes our way in the
coming months, know that we’re here to
support you, guide you, and help your busi-
ness to withstand the test of time.

Sincerely,

BRIAN WILLMAN
Executive Vice President
Head of Commercial Banking

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EVALUATE YOUR RISK
Increasing the acreage of your operation can also
increase your risk. And, in an industry with so much
uncontrollable risk, exercising control over the
risk that you can is essential. “Protect yourself by
involving your banker and your financial
partners to help you estimate the decision. Once you sign the
contract to buy the land, it’s too late,” says Hotchkiss.

While adding land can be an effective growth strategy, it has to be done with careful estimation and analysis. It’s important to know the exact details
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of your operation and work with your advisor to
estimate the decision. Once you sign the
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What to ask before adding acreage to your farm.

Growing your farm by purchasing additional
acres may seem like a straightforward way
to expand your operation — especially when
that one dream plot goes up for sale. “However, “the most important thing about expansion from a farm
perspective is making it a business decision over an
emotional decision,” advises Tony Hotchkiss, Direc-
tor of Agricultural Banking at Regions Bank.

Even if you won’t get another chance at purchas-
ing a specific plot, it’s crucial to understand your
finances and work with your professional partners
to ensure that making an addition is a sound business
decision.

Here’s how to evaluate whether additional land is
an effective growth strategy for your farm.

CALCULATE YOUR COST
If evaluating a plot at a given price point shows
a negative impact on your income statement, it
doesn’t matter how great the location is. According
to Hotchkiss, “When farmers are looking at expan-
sion costs, they have to built it down to the cost
to produce one unit of their product and the
historical cost of their products.” For example, if the all-in cost
to produce one bushel of corn is under what a farmer
can expect to sell that bushel for, then buying that
land may be viable. Still, even if you estimate a good
margin, there are other important factors to consid-
er before deciding to expand.

EVALUATE YOUR RISK
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Sincerely,

BRIAN WILLMAN
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Business owners have experienced disruptions from all sides during the COVID-19 pandemic. In addition to cash flow shortages and restricted operations, companies must also prepare for new fraud schemes that may target their business during this time. Fortunately, there are steps and precautions business owners can take to help safeguard their company against fraud.

Some criminals are attempting to take advantage of businesses who are seeking financial assistance or business guidance by posing as representatives of organizations like the Small Business Administration (SBA) via email. In some instances, scammers are contacting business owners and requesting sensitive data — Social Security numbers, tax IDs, and other personal information — claiming that the information is needed by the organization they are impersonating. Keep an eye out for anyone requesting payment in exchange for guaranteed SBA loan approval or charging loan applications fees.

Avoid falling victim to these types of scams by applying for financial relief only through a trusted, eligible lender. If you have questions about SBA relief or about public health mandates, visit an official government website.

In addition to business owners, scammers may also target employees working from home. Criminals might pose as the CEO and ask an employee to authorize a wire transfer, an HR representative requesting personal information, or an IT staff member asking for a password or directing an employee to download something. These scams could lead employees to release funds or confidential information to a criminal and may threaten the safety and well-being of the company.

Educate your team on the potential fraud schemes that may target your business, and encourage remote employees to take extra precautions. Remind employees to look for signs that an email could be fake and to always check the sender’s email address. Emphasize the fact that employees should not respond to unsolicited or suspicious emails, click links, or download attachments from unfamiliar senders. Report any suspicious activity to the Federal Trade Commission so it can investigate.

By exercising caution and keeping communication clear, you and your employees can work together to protect your company against fraud.

Educate your team on the potential fraud schemes that may target your business, and encourage remote employees to take extra precautions.
The whirl of changes that occurred following the outbreak of COVID-19 might have a lasting impact on our country’s work culture. Some businesses are opting to keep many — and, in some cases, all — of their employees in remote working arrangements. And moving forward, job candidates may be more likely to expect robust work-from-home policies from potential employers. More than ever before, businesses need an effective policy for managing both local and remote workers while keeping productivity up.

Whether you intend to keep more workers remote or bring your team back into one space, make sure you hit these notes in your processes for managing employees.

CLEAR COMMUNICATION

Coordinating with remote workers is a bit more complicated than walking over to an employee’s desk for an in-person conversation. Instant messaging or video conferencing platforms may help reduce the distance barrier for remote teams. You’ll need to make sure your team is equipped at their workplace with a microphone, webcam, and any other necessary tools to help facilitate easy communication. You may want to encourage all employees to use the same communication platforms.

STAYING EFFICIENT

It’s possible that working separately might make your employees feel as though they aren’t part of a team, and that could impact their productivity. Having strong communication processes can help maintain performance, improve efficiency, and foster a strong team dynamic, which can be especially important for remote workers. Set a cadence for your workers to have regular check-ins with teams or managers.

BEING A TEAM

Maintaining company culture is important — even more so when your employees are physically distant. Find new ways to come together and keep your company connected. Holding all-staff meetings and virtual get-togethers through video conferencing platforms is a good start to keep employees connected. Finally, be sure to continue recognizing and rewarding notable milestones with your whole team present.

While managing remote workers or entire teams isn’t a new task for all businesses, having detailed processes for managing both local and remote employees may be more important than ever in the post-crisis world.
Starting From Zero

Reduce costs and increase efficiency with zero-based budgeting.

While most businesses will rework their budgets as a result of the COVID-19 crisis, some companies may adopt an entirely different process: zero-based budgeting.

Developed by an employee at Texas Instruments in 1969, zero-based budgeting (ZBB) has recently re-emerged in popularity as a path to corporate leanness. McKinsey & Company calls ZBB “a structured process that can build a culture of cost management.”

Today, hundreds of global corporations — including Kraft Heinz, Mondelez International, and Unilever — have moved to a ZBB financial system that requires all expenses be justified for every budget period with demonstrable evidence of the need.

WHAT IS ZERO-BASED BUDGETING?

Zero-based budgeting is a budgeting technique based on necessity rather than budget history. Starting from “base zero,” the company’s budgets are created from scratch. That means, at the start of each period — whether it’s a month, a quarter, or a year — management creates a budget that only includes operations and expenses that are deemed essential to running the business. When the next period begins, management returns to the “base zero” and repeats the process.

With traditional or cost-based budgeting, budgets are based on previous periods’ budgets. It is assumed that all previous expenses are necessary to running the business, and only the newly proposed expenses are examined. When adjusting, traditional budgeting uses the previous period’s budget and implements percentage change to meet new goals or accommodate new business. For example, if a company anticipates a 10 percent increase in production due to new business, management could simply add 10 percent to the last period’s production budget. However, this simplified budgeting can lead to potential inefficiencies along with missed cost-savings opportunities.

With ZBB, however, the financial team takes a close look at each individual expense — both recurring and newly proposed. Each period, every expense must be reviewed and then approved, adjusted, or removed based on necessity, efficiency, and value.

IS ZBB RIGHT FOR YOUR ORGANIZATION?

Overall, ZBB may help a company improve operating efficiency and enable management to tighten budgets and ensure there are no funds going to waste. By justifying each expense, companies can also make sure their budgets are aligned with the overall business strategy or plan. The ZBB process can involve leaders from across the business and encourage collaboration and communication throughout the organization. Further, by avoiding traditional budgeting percentage adjustments, there is a better chance that the company can make cost reductions and distribute funds based on current needs rather than estimates.

As with any budgeting process, ZBB has a number of considerations that should be reviewed prior to making the switch. ZBB may be more time-consuming compared to traditional budgeting. For large companies with numerous departments, it may take a while to review every line item in your budget. For small businesses with limited personnel, ZBB may be labor intensive and, therefore, a misuse of time. Further, it may be more challenging for some departments to justify their expenses and, as a result, they may get underfunded. Overall, ZBB may be a more complex process and require costly training for personnel.

Choosing to implement ZBB for your company is an accounting decision that must be considered in relation to your overall business goals and strategy. Though it may add an element of complexity to your budgeting process, ideally a zero-based budget helps you reduce costs and prioritize companywide efficiency.

Get Started With Zero-Based Budgeting

1. Identify a goal. What do you hope to achieve by implementing zero-based budgeting? Do you want to increase revenue by a certain percentage? Do you want to cut costs? Be sure your goal is measurable and realistic for the time frame you’ve chosen.

2. Start at ground zero. Decide on a time period — a month, quarter, or year — and build your budget from scratch without using previous budgets as a baseline.

3. Evaluate expenses. Eliminate or reduce unnecessary activities or services across all departments and cost areas.

4. Justify. Take a hard look at all line items on your budget. Challenge your team to explain how each expense is cost-efficient, relevant, and valuable to your business goals and strategy. Remove or adjust any expense that cannot be justified.

5. Streamline processes. Determine which activities should be performed and discuss how to execute them. Look for places to standardize or automate processes for cost and time savings.

From COVID-19 to the 2020 Election:

What Changing Times Mean for Your Business

For most businesses, 2020 has been one of the most challenging years on record — and it’s not over yet. Here’s what the remainder of the year might hold — and what you can do to prepare.
the COVID-19 pandemic caused business owners across the nation to reduce their operations or, in some cases, halt them entirely. Industries that weren’t directly impacted may still have felt the indirect effects of the pandemic through supply chain disruption or the shifting needs of the American workforce.

Meanwhile, the upcoming presidential election could signal even more change for businesses. In previous elections years, consumer spending has dropped directly before and during election week. And although the pandemic and the nation’s response may be a focal point for much of the election cycle, topics that are pertinent for businesses owners – trade, taxes, regulations, etc. — are still key political positions and might be subject to change after this year.

In the face of a volatile business landscape, the focus for owners might simply be, “How can I sustain my business today?” Here, we’ll discuss how you can keep your business running through these uncertain times and plan for your company’s future.

**CONSERVE CASH**

Staying in operation in the short term might just boil down to one area: cash flow. “What owners are really looking to answer is, how can I preserve my cash?” says Scott Hartwig, Executive Vice President and Commercial Regional Executive at Regions Bank.

Begin by reviewing your income statement and consider how you might be able to restructure your income and expenses. Look at the debt, bills, and accounts payable of your business and negotiate with lenders or providers for more time to make payments. Hartwig suggests, “It’s not just talking to your bankers. Talk to your suppliers, talk to your business insurer. There are a lot of different paths you can take as a business owner to improve your cash flow from a short-term perspective.”

In addition to cash flow, owners may need to adjust other business processes in order to keep up with the pandemic’s whirlwind of changes to our day-to-day lives — switching from banking in person to using digital services, for instance. You may have already implemented some changes out of necessity, but take a moment to consider any other processes that may need to change.

When you adjust your processes, think about how you can improve efficiency — especially for anything implemented rapidly. Building new processes with efficiency from the outset may help your business stay efficient in both the short- and long term.

**MAKE DIFFICULT DECISIONS**

An unfortunate truth of uncertain business environments — whether they’re a result of a pandemic or a political change — is that you may have to make a number of difficult decisions.

Take a hard look at your business and determine what adjustments you may need to make in order to keep a positive margin. “The first thing I would tell an owner is, you have to understand the facts and stay in reality. I think a business owner cannot be too optimistic but also cannot be too pessimistic.” Hartwig advises.

Finding that positive margin might require business owners to consider reducing staff or closing a location. While these are difficult decisions to make, they may be necessary to sustain your business in the long term. Alan Register, Executive Vice President, Commercial Banking/AL MS District Director at Regions Bank, offers this perspective: “Understand that difficult decisions in the present may very well lead to enhanced viability in the future. Our economy and many businesses are extremely resilient, but that sometimes requires making tough ‘scale-down’ decisions sooner than one would perhaps like.”

Ideally, making these choices now gives you the ability to resume your growth plans in the future when the business landscape shifts back to something more favorable. Ultimately, a decision that keeps your business afloat today can help provide you and your employees in the future.

**MEET NEW DEMANDS**

If you can’t find a way to sustain your business as it is today, focus on why your business was viable in the past. Even if the demand that originally drove your business has diminished, fully understanding your capabilities and offerings could guide you to new opportunities that allow your business to survive — or even thrive.

Ask yourself, “What are the fundamental skills of your business? And, what can they adapt to in this market?” says David May, Memphis Market Executive and Regional Commercial Banking Executive at Regions Bank. “Some apparel stores, for instance, have been closed but have shifted gears and are now making surgical masks.”

Your business may not need to make a radical shift. Still, May continues, “Look at the parts of your business where the biggest margin is. It may be a smaller part of your business historically, but take time and invest more energy and talent in the parts of your business that are still moving along. Even though your total sales may go down, your profit margin may be better.”

If you aren’t finding new opportunities on your own, “Look at what your competition has done. Can you take advantage of something they missed?” Everyone is in the same situation, but how you react to it will determine how you grow out of this thing,” Hartwig says.

**PREPARE FOR THE FUTURE**

Most business owners probably didn’t have a plan of action prepared for a pandemic. Even if you’re hyper-focused on what the next two months or two weeks looks like for your business, it’s crucial to find time to revisit your long-term plans and protect yourself from future disruptions — like the presidential election.

Consider how different election outcomes might impact your business. If one party gets elected and alters the tax on a material your business needs, how would that affect your bottom line? Could you adjust to keep a positive margin? Changes for your business could be indirect as well. How might employees morale shift after different outcomes? “Is tax structure, regulation, trade policy, or other factors, successful business owners do a great job of playing out the various scenarios so they are prepared for whatever might come their way,” Register notes.

Account for any new processes in your plan and prepare them for disruption. “Come up with alternative ways to accomplish your critical tasks tomorrow if you had to,” says May. Even if the scenarios you are preparing for never occur, you’ll still have those strategies in place, and, in the future, you may be able to adapt one of your prepared plans for a disruption you didn’t consider.

“Form great relationships with your professionals, your insurance agent, your banker, your CPA, and so on,” May suggests. “You need to have thoughtful relationships so you can ask questions like, ‘What should I be thinking about long term?’ Those people you have relationships with will know enough about your business to give you a tailored answer rather than a general one.”

Review the short-term steps you have taken to weather COVID-19’s disruption. If new business models or strategies kept you operating, evaluate whether those strategies can grow your business in the future, and refocus your business and strategic planning to support them. These preparations may be especially helpful as we settle into a recessionary environment.

Now is the most important time for strategic planning, says Register. “Each industry is different and each business within that industry is unique, so there is no one-size-fits-all approach. My advice would be to take a hard look at what it will take to maintain viability for the long term. Perhaps seek out objective and unbiased feedback from others you trust to provide that feedback,” he explains.

With proper strategic planning in place, you’ll be well-prepared to keep your business running smoothly regardless of the disruptions that may arise in the future.

In the face of a volatile business landscape, the focus for owners might simply be, “How can I sustain my business today?”

Visit Regions.com/commercial-banking to speak with a Commercial Relationship Manager for more guidance.
The Big Picture — And Your Financial Blind Spots

There are a host of factors people often fail to take into account when planning retirement. A focus on your potential “blind spots” may limit unpleasant surprises down the road.

No matter how much investment research you’ve done, chances are you’ve had financial experiences where things played out differently than planned. Sometimes it’s when you’re too focused on one scenario that something unanticipated jumps out from behind the bushes. Helping clients find the blind spots that lurk in their financial plans is key to understanding where things played out differently than planned.

Financial Blind Spots

InRegions Wealth Planning Executive, Bryan Koepp, notes that “blind spots” may limit unpleasant surprises down the road.

While inflation has historically been low since the financial crisis, someone who retired in 2007 with a $100,000 annual spending budget would need more than $125,000 this year to maintain the same lifestyle.

That’s because taxable investment accounts may lead to lower tax exposure than retirement accounts when you withdraw funds. For starters, there are no RMDs with a regular investment account. And when you sell shares, you may be able to neutralize capital gains with any losses in the account. You can’t balance gains and losses for tax purposes in conjunction with retirement accounts.

Koepp and his clients utilize eTrac with clients to run personalized RMD projections. At the same time, Koepp warns about another blind spot: the income taxes on any gains.

More than ever before, retirees continue to help their adult children, while also financially supporting their elderly parents. “Confirmation of adequate resources is imperative to ensure that you don’t threaten your financial future,” Koepp says. That’s why having a full wealth strategic plan is important. It can help you balance the support you can provide while protecting your financial future.

When working with clients, Koepp’s goal is to have them take a clear-eyed look at the financial ramifications and make a decision they not only can be at peace with but that also makes long-term sense. “There are loans for education, but you cannot finance your retirement,” Koepp says.

The DETAILS IN THE BIG PICTURE

These are only a few of the most common blind spots people have as they approach retirement. We all have our own way of seeing the world — and our own personal blind spots. That’s why working with an advisor who can model projections on how the price of aging in place may rise throughout your retirement can make all the difference. “I recommend saving for retirement outside of your dedicated retirement accounts to help you manage your taxes in retirement,” Koepp says.

Staying in your home through retirement — also called “aging in place” — is a popular goal. While it may seem like a simple plan, people may overlook the ongoing costs of doing so. If you live in an area where property values tend to rise, you need to budget for possible increases in property tax bills. Moreover, if your federal tax bill was higher because of the recently added $10,000 limit on state and local tax deductions, property taxes become an even bigger financial consideration.

Maintaining your home is another big potential cost, especially as you get older and need more help to handle household chores. Koepp notes that by using eTrac, an advisor can model projections on the support you can provide while protecting your financial future.

I recommend saving for retirement outside of your dedicated retirement accounts to help you manage your taxes in retirement.

— Bryan Koepp, Wealth Planning Executive, Regions Bank
Defining Your Retirement

For entrepreneurs, successful retirement planning begins with one simple question:

We each have our own vision of the perfect retirement, but for some business owners, it may be difficult to imagine ever stopping.

“Many entrepreneurs truly never retire; we kind of put ‘retirement’ in quotes,” says Bryan Koepp, Wealth Planning Executive at Regions Bank. “However, 100 percent of businesses will transition. Whether the transition is two years out or 20 years out, my advice is to seize the reins and begin to quantitatively map it.”

ASKING THE ZEN QUESTION

Koepp advises that business owners define what a successful retirement might look like to them. Get started by looking at both your personal goals and your objectives for the business while also taking into account how long you wish to maintain control of your business. “I always approach it as the ‘Zen’ question. Retirement means what you want it to mean. You have to define it yourself,” he explains.

CHARTING YOUR COURSE

Next, Koepp recommends that business owners map out multiple paths to retirement. According to Koepp, your plan should be flexible and fluid. “There’s no perfect path, and that’s OK,” he says. “If you think about how you’ve built your business, there was not a perfect path there either. It really becomes a multidimensional puzzle.”

As with any retirement plan, one of the biggest factors to take into consideration is retirement income. Business owners should consider their financial needs and wants, evaluate the assets they have in place, and work with a financial advisor to model the amount of risk they can handle. If your plan is to rely on income from your business in retirement, Koepp recommends working with an advisor to create a plan with that in mind.

“We need to make sure that the retirement piece is protected because you can’t finance retirement,” warns Koepp. “You need to have that nest egg, and you need to be able to draw on it when you need it.”

Ultimately, whether your ideal retirement scenario involves owning a beachfront home or staying at the helm of your business, you’ll want to ensure you have a solid plan in place to help guide you toward achieving your goal.

Visit regions.com/privatewealth to connect with a wealth advisor.
The U.S. Small Business Administration (SBA) has long served as an invaluable resource for small businesses. Rather than lend money directly, the SBA offers its loan programs, like the Paycheck Protection Program (PPP), through banks and other financial institutions. However, not all lenders are equal. Some SBA lenders, including Regions, have a special SBA Preferred Lender Program (PLP) designation.

The PLP designation gives lenders the ability to approve SBA loans directly, often shortening and simplifying the application process. Preferred Lenders may offer a wider range of SBA loan options or nonfinancial resources like spending trackers, business consulting, and other tools as well.

**QUESTIONS TO ASK BEFORE APPLYING FOR AN SBA LOAN**

SBA loans are not one-size-fits-all solutions. Finding a program that aligns with your goals is crucial. If your business needs working capital to get going in the short term, then a longer-term and wider-scope loan may not be an effective solution. Here are some important questions you should ask when selecting a lender and applying for an SBA loan:

- **Which loans can I use?** Experienced SBA lenders should be able to help you identify which loans you qualify for and which options most align with your objectives.
- **What are the terms?** With any loan, you need to thoroughly understand the interest rate, payment schedule, and other components to determine whether it’s a viable option.
- **Do you have experience in my industry?** A lender that has worked with your industry before may be able to offer specific knowledge or experience.
- **How long will the loan application process take?** During uncertain times, having an estimate for when you will receive funds from a loan can help with business planning. SBA Preferred Lenders are granted the ability to approve SBA loans in-house. Therefore, they can typically offer faster processing times than non-Preferred Lender institutions.

Remember, every business is different, and so every business may need different programs or strategies. Your SBA lender is there to help guide you through the process and provide you with all of the information you need.

**Finding the Right SBA Lender**

When it comes to SBA loans, the right lender can make all the difference.

Regions is dedicated to supporting business owners through the COVID-19 crisis, and we’ve committed $5 million to support both consumer and small business recovery efforts. In the past, we’ve been one of the most active SBA 7(a) lenders. Regions Foundation, our nonprofit initiative, has awarded grant funding for several community organizations that are directly assisting small businesses impacted by the pandemic.

We’re in this together, and our resources and support will continue to help business owners navigate this new business environment.

Regions Foundation supports community investments that positively impact the communities served by Regions Bank. The Foundation engages in a grantmaking program focused on initiatives including business, economic and community development, education and workforce training, and financial wellness. The Foundation is a nonprofit 501(c)(3) corporation funded primarily through contributions from Regions Bank.
Solutions for your business needs today and beyond.

Given today’s market challenges, working with a dedicated team driven by a shared vision can make all the difference. Regions Commercial Relationship Managers know that developing a strong understanding of your business and its unique operations helps us provide highly responsive, personalized solutions. Let us leverage our capabilities and create a comprehensive financial strategy to help guide and strengthen your business.

Commercial Banking | Treasury Management
Capital Markets | Specialized Industries

regions.com/commercial-banking