

Overview of the PPP Application Portal

August 7, 2020



AMERICAN  MOMENTUM BANK®

HOUSEKEEPING

- All attendees will be muted and placed in listen-only mode for the duration the presentation.
- A Q&A session will take place at the conclusion of the presentation. You can enter questions as the presentation progresses by clicking on the “?” icon on the toolbar.
- This webinar is being recorded, so anyone can watch it again as needed. We will be posting it on our website at <https://www.americanmomentum.bank/business/business-lending/paycheck-protection-program>.
- Expanding view of webinar presentation

WELCOME

Patrick Fenech
Managing Director, SBA Lending
AMERICAN  MOMENTUM BANK®



INTRODUCING CROWE LLP

Crowe LLP has a team of people focused on understanding the SBA Paycheck Protection Program, and the firm assists its clients with information and advice regarding their handling of PPP Loans.

This webinar presentation provides only a high-level overview of the SBA requirements and does not provide complete information sufficient for compliance with the SBA PPP requirements.

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With You Today:



Tim Reimink

Managing Director
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CROWE DISCLAIMER

This webinar presentation does not provide complete information sufficient for compliance with the SBA Paycheck Protection Program (the “PPP”), and it does not constitute (and is not a replacement for) consultation with your counsel or other advisors to understand how the requirements of the PPP apply to your specific situation. Participants should seek advice from their own counsel or advisors before acting on information presented.

Neither the Small Business Administration nor the Department of Treasury have finalized guidance regarding requirements of the PPP. Additional information, revisions to the Interim Final Ruling, answers to frequently asked questions, and regulatory rulings continue to be published or revised. The information in this webinar presentation and any related documents is subject to change.

The overview provided in this presentation and any related documents is not – and is not intended to be – legal, accounting, tax, consulting, investment, or other professional advice or opinion by Crowe LLP. This information is not intended to create, and receipt does not constitute, a legal relationship, including without limitation an accountant-client relationship. Crowe LLP assumes no obligation to provide notification of changes in tax laws or other factors that could affect the information provided. Crowe is not responsible for any loss incurred by any person who relies on the information discussed in this webinar presentation or any related document.

TOPICS



PPP Loan Forgiveness
Application Portal



Frequently Asked Questions



Live Questions and Answers

PPP Loan Forgiveness Application Portal



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HYPOTHETICAL EXAMPLE

Situation

A business has three U.S. resident employees, each of whom had an annual salary of \$52,000 and one owner who had an annual salary of \$100,000. Related benefit costs included in payroll costs amount to \$10,647 for the employees for an eight week Covered Period. The business received a PPP Loan of \$66,000.



No changes in FTE or employee compensation have occurred since the beginning of the year.

REGISTRATION LINK

Paycheck Protection Loan Forgiveness Portal Account Activation CRM:0001031

Email · Email ▾

Email Related

From	 PPP Loan Forgiveness Admin
To	 Brianna Collins
Cc	---
Bcc	---
Subject	Paycheck Protection Loan Forgiveness Portal Account Activation CRM:0001031

Hi Brianna Collins,

Thank you for your interest in applying for loan forgiveness. Please click the link below to complete verifying your account and submit a forgiveness request.

<https://pppforgivenessportal.americanmomentum.bank/registration-redeem/?returnurl=https://pppforgivenessportal.americanmomentum.bank/forgiveness-request/&invitation=d-qQph7mKvVaHyDwls8oHhFwnh30hGOVlr1dR4tTCLzgU6ago3-fmY5mylZDnV-ZXTgUr2SISl21wFAZu36m3bvvBDgjOgt5K5TERFw-KA11xISH3oY7hKyETQrkLZuf1K0bro-F43lYbnlzbuB5RMN11c6KGMDkAowBLKrVBdQ->

Regards,

American Momentum Bank

PORTAL REGISTRATION

Redeem Registration Invitation

To confirm your identity, please provide the loan information that is associated to this invitation. Then provide the password you want to use for your account.

Validate Invite

Invitation Code *

d-qQph7mKvVaHyDwIs8oHhFwnh30hGOVlr1dR4tTCLzgU6ago3-fmY5mylZDnV-ZXTgUr2SISl21wFAZu36m3bwvBDgjOgt5K5TERFw-KA11xlSH3oY7hKyETQrkLZuf1

Loan Number *



84858

Loan Amount *



66000

Password NOTE!!! Must be at least eight (8) characters long and include one number, one symbol, and one upper case letter. *

Password Confirmed *



Generate a new image

Play the audio code

XG8VA

Enter the code from the image



Submit

REGISTRATION SUCCESS

Registration Invitation Accepted

Success

We found your loan information and have completed your registration. Welcome to the Forgiveness Request Portal! Please click the link below to log in and begin the forgiveness request process.

[Login and View Requests](#)

PORTAL LOGIN

Sign in with a local account

* Username

brianna@email.web

* Password

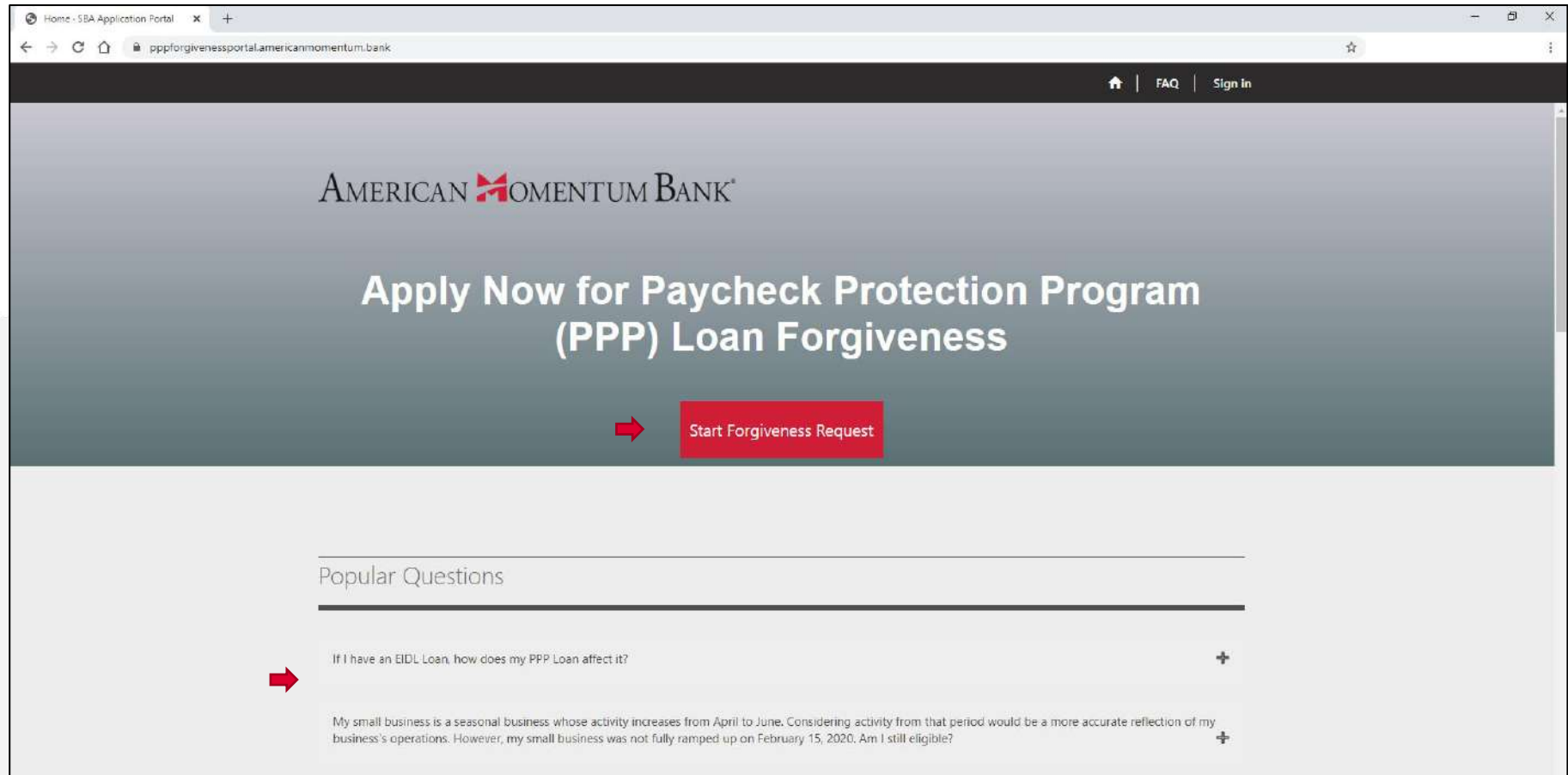
.....|

☐ Remember me?

Sign in

Forgot your password?

PORTAL HOME PAGE



PPP Loan Forgiveness Application

Standard Form



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PORTAL INSTRUCTIONS



Anticipated Forgiveness
\$0.00


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LOAN FORGIVENESS APPLICATION INSTRUCTIONS FOR BORROWERS

To apply for forgiveness of your Paycheck Protection Program (PPP) loan, you (the Borrower) must complete and submit your application through this Portal. The tabs within this Portal will update based on the selected scenario on the Form Selection tab. Your answers will automatically populate into your selected application. When complete, your Lender will conduct a review before sending you a final copy of the application to sign.

The Portal is defaulted to the **Standard PPP Loan Forgiveness Application (SBA Form 3508)** which contains the following sections: Summary, Schedule A – Part 1, Schedule A – Part 2, Forgiveness Calculations, Documents, and Authorization. The SBA PPP Loan Forgiveness Application instructions can be found [here](#).

Alternatively, if you meet one of the other three scenarios defined in the Form Selection tab, the Portal will update to reflect the **EZ PPP Loan Forgiveness Application (SBA Form 3508EZ)**. The Portal will update to have the following sections: Summary, Forgiveness Calculations, Documents, and Authorization. The SBA PPP Loan Forgiveness Application EZ instructions can be found [here](#).

Please review the instructions tied to your respective form. As you navigate through the Portal, instructions and help text can be reviewed by clicking on the  next to the field text. All fields with an (*) must be completed before the application can be submitted to your Lender. If you need to contact your Lender, please utilize the Contact Form within the Portal.

FORM SELECTION – STANDARD FORM



Anticipated Forgiveness
\$0.00

Please select the option that best describes your PPP Loan Forgiveness Application scenario:

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- ➡ ☒ The Borrower is electing to complete the standard Loan Forgiveness Application (SBA Form 3508)
- ➡ ☐ **SBA Form 3508EZ - Option 1:**
The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).
- ➡ ☐ **SBA Form 3508EZ - Option 2:**
The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined to right) compared to the period between January 1, 2020 and March 31, 2020;
AND
The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. ⓘ
- ➡ ☐ **SBA Form 3508EZ - Option 3:**
The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined to right) compared to the period between January 1, 2020 and March 31, 2020;
AND
The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID - 19. ⓘ

Overview

➡ **Covered Period:** The Covered Period is either: (1) the 24-week (168-day) period beginning on the PPP Loan Disbursement Date, or (2) if the Borrower received its PPP loan before June 5, 2020, the Borrower may elect to use an eight-week (56-day) Covered Period. For example,...

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APPLICATION SUMMARY

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Anticipated Forgiveness
\$0.00

Company Details

Business Name *

Acme Corporation

Business Type

LLC ▾

Business Address: Line 1 *

45 Towne Rd

Business Address: State *

Florida ▾

Primary Contact *

Brianna Collins

DBA or Tradename

Business TIN (EIN, SSN) *

51-8578482

Business Address: City *

Gainesville

Business Address: Postal Code *

48579

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APPLICATION SUMMARY CONTINUED

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Anticipated Forgiveness
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Payroll Schedule ⓘ

➡ Biweekly ▾

Alternative Payroll Covered Period Start ⓘ

Alternative Payroll Covered Period End ⓘ

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Borrower Demographic Information ➡ (Optional) ⓘ

Principal Name ⓘ

Position ⓘ

Veteran

▾

Gender

▾

Ethnicity

▾

Race (more than 1 may be selected)

American Indian or Alaska Native
Asian
Black or African-American
Native Hawaiian or Pacific Islander

PPP SCHEDULE A

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\$0.00

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For the following sections (PPP Schedule A Worksheet, Table 1, Table 2, and Compensation to Owners) a worksheet has been provided to assist you in completing these sections. The worksheet is not required, but rather provided as a tool.

The fields will be filled in based on the information captured within the worksheet. Please download the worksheet by clicking on the download link below and follow the embedded instructions. Once the worksheet is completed please update the respective fields below and upload the completed worksheet to the Documents section under the Payroll folder.

[Download Schedule A Worksheet](#)

PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

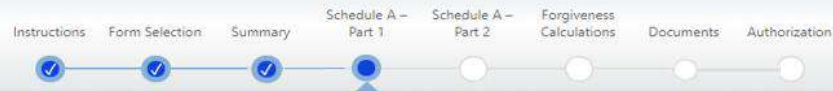
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

Non-Cash Compensation Payroll Costs During the Covered Period or the

PPP SCHEDULE A WORKSHEET DOWNLOAD



Anticipated Forgiveness
\$0.00

For the following sections (PPP Schedule A Worksheet, Table 1, Table 2, and Compensation to Owners) a worksheet has been provided to assist you in completing these sections. The worksheet is not required, but rather provided as a tool.

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

\$24,000.00

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

3.00

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

\$0.00

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

\$0.00

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

0.00

FORGIVENESS CALCULATION WORKBOOK INSTRUCTIONS

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Q3

A B C D E F G H I J K L M N O P Q R S T U V W

FORGIVENESS CALCULATION WORKBOOK INSTRUCTIONS

To utilize full functionality of the worksheets Macros must be enabled by clicking on "Enable Content" in the yellow bar above. If at any point you receive an error with the language "This macro may not be available in this workbook or all macros may be disabled", please reopen the file and choose to enable macros in the yellow bar above.

This workbook is intended as a facilitation tool to assist PPP Borrowers with organizing the data and determining the value inputs needed to complete the PPP Loan Forgiveness process using the Portal. As you enter data to complete each Tab, calculations may occur and auto-populate information for you. Green cells are intended for data input. All other (blue) fields contain calculation or validation information and should not be altered.

TAB1 Application Instructions	This tab includes the information from the SBA Loan Forgiveness Application for reference.
TAB2 Schedule A Worksheet - Table 1	This tab organizes data and computes values for Boxes 1 through 3 of PPP Schedule A Worksheet Table 1 (employees with compensation at an annualized rate of less than or equal to \$100,000), as well as determines input values for Schedule A Lines 1 through 3. Enter requested data in green cells only, where applicable.
TAB3 Wage Reduction	This tab uses salary and wage data to determine whether the Borrower's loan forgiveness amount must be reduced due to a statutory requirement concerning reductions in employee salary and wages. Enter requested data in green cells only, where applicable. Start with Step 1, and blue validation fields will direct you to continue, if
TAB4 Schedule A Worksheet - Table 2	This tab organizes data and computes values for Boxes 4 and 5 of PPP Schedule A Worksheet Table 2 (employees with compensation at an annualized rate of more than \$100,000), as well as determines input values for Schedule A Lines 4 through 5. Enter requested data in green cells only, where applicable.
TAB5 Compensation to Owners Table	This tab organizes data and computes the input value for Schedule A Line 9. Enter requested data in green cells only, where applicable. This tab only needs to be completed if there is more than one individual identified as an owner-employee/self-employed individual/general partner.
TAB6 PPP Schedule A Portal Inputs	This tab organizes data for PPP Schedule A fields and identifies values for input into the Portal. All value fields in this tab are auto-populated, as applicable based on information completed throughout the workbook.

Workbook Instructions Application Instructions Schedule A Worksheet - Table 1 Wage Reduction Schedule A Worksheet - Table 2 Compensation to Owners Table Sched A Values for Portal Input

Display Settings

SCHEDULE A WORKSHEET – TABLE 1

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File Name: [Blank] | Address Bar: [Blank]

Worksheet: A B C D E F G H I J K L M

Table 1

Employee's Name | **Employee Identifier** | **Cash Compensation** | **Average Number of Hours Paid per Week** | **Average FTE** | **Salary / Hourly Wage Reduction**

FTE Reduction Exceptions

Box 1 Total: \$ [Blank]

Box 2 Total: 0.0

Box 3 Total: \$ [Blank]

PPP Schedule A Worksheet | Please enter the number of employees: 5 | Enter

Workbook Instructions | Application Instructions | **Schedule A Worksheet - Table 1** | Wage Reduction | Schedule A Worksheet - Table 2 | Compensation to Owners Table | Sched A Values for Portal Input | ... | Display Settings

SCHEDULE A WORKSHEET – TABLE 1

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E15 8000

Average Number of Hours Paid per Week - Enter the average number of hours paid per week during the Covered Period or the Alternative Payroll Covered Period for each employee.

FTE Reduction Exceptions - Enter the total number of FTE of the following only if the position was NOT filled by a new employee:

(1) Any positions for which the Borrower made a good-faith, written offer to rehire an individual who was an employee on February 15, 2020 and the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020;

(2) Any positions for which the Borrower made a good-faith, written offer to restore any reduction in hours, at the same salary or wages, during the Covered Period of Alternative Covered Period, and the employee rejected the offer;

(3) Any employees who during the Covered Period or Alternative Payroll Covered Period:

(a) were fired for cause;

(b) voluntarily resigned; or

(c) voluntarily requested and received a reduction of their hours.

Any FTE reductions in these cases do not reduce the Borrower's loan forgiveness.

Salary / Hourly Wage Reduction - This column is auto-populated with calculated values from the "Wage Reduction" tab. If the average annual salary or hourly wage during the Covered Period or the Alternative Payroll Covered Period for each employee was reduced by more than 25% of the average annual salary or hourly wage between January 1, 2020 and March 31, 2020, the actual amount of loan forgiveness may be reduced. If the Borrower restored wages, the Borrower may be eligible for elimination of the Salary/Hourly Wage amount in accordance with Salary/Hourly Wage Reduction Safe Harbor. In order to determine if each employee is subject to a Salary/Hourly Wage Reduction, the Borrower must complete the following "Wage Reduction" tab.

PPP Schedule A Worksheet

Please enter the number of employees: **3** Enter

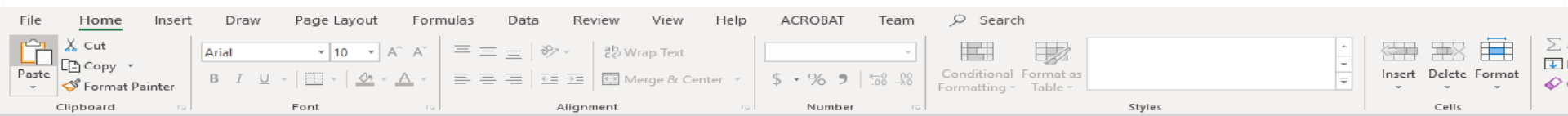
Table 1

Employee's Name	Employee Identifier	Cash Compensation	Average Number of Hours Paid per Week	Average FTE	Salary / Hourly Wage Reduction
Employee 1	1100	\$ 8,000.00	40	1.0	Please complete the Wage Reduction tab of this workbook
Employee 2	2200	\$ 8,000.00	40	1.0	Please complete the Wage Reduction tab of this workbook
Employee 3	3300	\$ 8,000.00	40	1.0	Please complete the Wage Reduction tab of this workbook
FTE Reduction Exceptions					
Box 1 Total:		\$ 24,000.00			
Box 2 Total:				3.0	
Box 3 Total:					\$ -

Workbook Instructions Application Instructions **Schedule A Worksheet - Table 1** Wage Reduction Schedule A Worksheet - Table 2 Compensation to Owners Table Sched A Values for Portal Input

Ready Display Settings

WAGE REDUCTION



This tab uses salary and wage data to determine whether the borrower's loan forgiveness amount must be reduced due to a statutory requirement concerning reductions in employee salary and wages. Borrowers are eligible for loan forgiveness for certain expenditures made during the period from January 1, 2020 to March 31, 2020. If the Borrower restored salary/hourly wage levels, the Borrower may be eligible for elimination of the Salary/Hourly Wage Reduction amount. Borrowers must complete this worksheet to determine whether to reduce the amount of loan forgiveness for the Covered Period. **at the conclusion of each step will direct you to continue, if applicable. Dark grey fields indicate the field is not applicable, and therefore, should not be populated.** The salary/hourly wage reduction determination will be automatically populated in the final worksheet.

Salary or Hourly Employee - Select from the drop down menu whether the listed Employee is an hourly or salaried worker. This information will be used to determine applicable fields for completion for the remainder of the table.

Did You Reduce This Employee's Wages - Select Yes or No from the drop down menu to indicate whether or not the listed Employee's wages were reduced during the period from January 1, 2020 to March 31, 2020. If wages were not reduced, the Salary / Hourly Wage Reduction is not applicable, and no further information is required.

Length of Covered Period - Select 24 or 8 from the drop down menu to indicate your elected Covered Period. The information will be used to calculate the final Wage Reduction Amount, if applicable.

Step 1 - The information in Step 1 is used to determine if the employee's pay was reduced more than 25%
Step 1.a - Enter the average annual salary or hourly wage during the Covered Period or Alternative Payroll Covered Period.
Step 1.b - Enter the average annual salary or hourly wage between January 1, 2020 and March 31, 2020
Continue to Step 2? - Column I will auto-populate with directions as to whether to continue to Step 2 ("Yes") or the wage reduction is not applicable and no further information is required ("No. The wage reduction calculation is complete for this employee. ").

Salary/Hourly Wage Reduction Determination

					Step 1: Determine if Pay Was Reduced More Than 25%		
Employee's Name	Employee Identifier	Salary or Hourly Employee	Did you reduce this employee's wages?	Length of Covered Period	1.a: Average Annual Salary or Hourly Wage during Covered Period or Alternative Payroll Covered Period	1.b: Average Annual Salary or Hourly Wage between 1/1/2020 and 3/31/2020	Continue to Step 2?
Employee 1	1100	Salary	No				
Employee 2	2200	Salary	No				
Employee 3	3300	Salary	No				

WAGE REDUCTION

[illegible]

SCHEDULE A WORKSHEET – TABLE 2

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E17 3

Key Guidance

Enter the number of employees that received compensation from the Borrower at an annualized rate of more than \$100,000 for any pay period in 2019 in Cell E17 and click "Enter." This action will populate the number of rows required to document the required data. **The max value for this field is 749.**

Table 2 - Employee Name
Were employed by the Borrower at any point during the Covered Period or Alternative Payroll Covered Period;
Whose principal place of residence is in the United States; **AND**
Received compensation from the Borrower at an annualized rate of more than \$100,000 for any pay period in 2019

Employee's Name - Separately list each employee. Do not include any independent contractors, owner-employees, self-employed individuals, or partners.
Employer Identifier - Enter the last four digits of each employee's Social Security Number.

Cash Compensation - Enter the sum of each employee's gross salary, gross wages, gross tips, gross commissions, paid leave (vacation, family, medical or sick leave, not including leave covered by the Families First Coronavirus Response Act), and allowances for dismissal or separation that was paid or incurred during the Covered Period or the Alternative Payroll Covered Period. Do not enter more than \$46,154 for any individual employee for a 24-week Covered Period or \$15,385 for any individual employee for an 8-week Covered Period.

Average Number of Hours Paid per Week - Enter the average number of hours paid per week during the Covered Period or the Alternative Payroll Covered Period for each employee.

Average FTE - This column is autopopulated with a calculation of the average full-time equivalency (FTE) during the Covered Period or the Alternative Payroll Covered Period. For each employee, the average number of hours paid per week is divided by 40 and rounded to the nearest tenth. The maximum for each employee is capped at 1.0. A simplified method that assigns a 1.0 for employees who work 40 hours or more per week and 0.5 for employees who work fewer hours may be used at the election of the Borrower, in which case you can input values.

This calculation will be used to determine whether the Borrower's loan forgiveness amount must be reduced due to a statutory requirement concerning reductions in full-time equivalent employees. Borrowers are eligible for loan forgiveness for certain expenditures during the Covered Period or the Alternative Payroll Covered Period. However, the actual loan forgiveness amount that the Borrower will receive may be less, depending on whether the Borrower's average weekly number of FTE employees during the Covered Period or the Alternative Covered Period was less than during the Borrower's chosen reference period. The Borrower is exempt from such a reduction if either of the FTE Reduction Safe Harbors applies. A separate worksheet is available through the portal to determine if the

PPP Schedule A Worksheet

Please enter the number of employees: **3** Enter

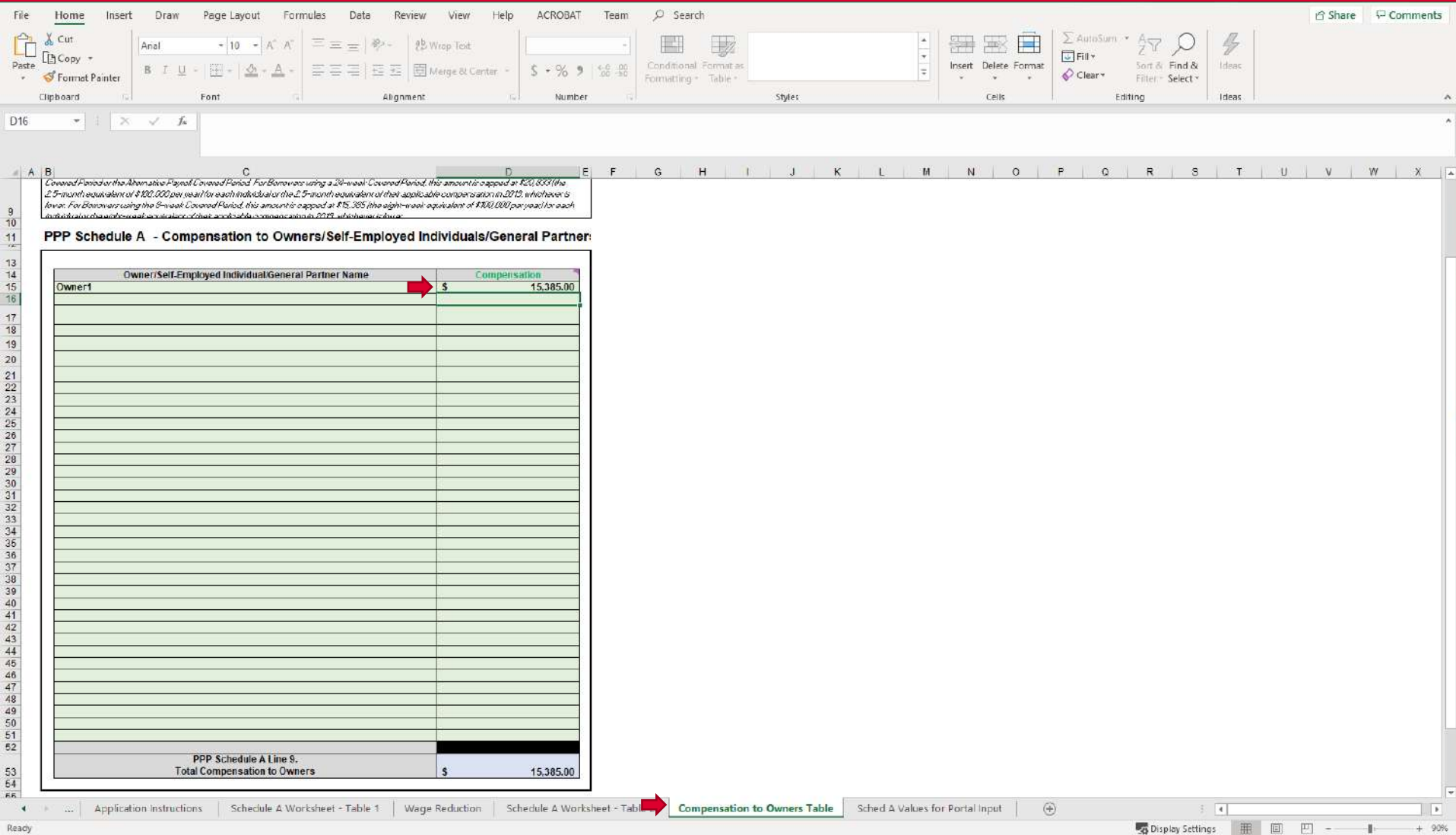
Table 2

Employee's Name	Employee Identifier	Cash Compensation	Average Number of Hours Paid per Week	Average FTE
Box 4 Total:		\$ -		
Box 5 Total:				0.0

Application Instructions Schedule A Worksheet - Table 1 Wage Reduction **Schedule A Worksheet - Table 2** Compensation to Owners Table Sched A Values for Portal Input

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COMPENSATION TO OWNERS TABLE



SCHEDULE A VALUES FOR PORTAL INPUT

Key Guidance

All value fields in this tab are auto-populated, as applicable based on information completed throughout the workbook.

Enter the calculated values in Column E into the applicable fields in the Portal.

PPP Schedule A Values for Portal Input

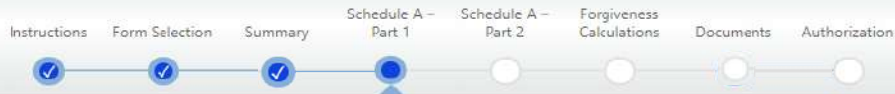
PPP Schedule A Worksheet, Table 1 Totals		
Line 1. Enter Cash Compensation:	\$	24,000.00
Line 2. Enter Average FTE:	\$	3.00
Line 3. Enter Salary/Hourly Wage Reduction:	\$	-

PPP Schedule A Worksheet, Table 2 Totals		
Line 4. Enter Cash Compensation:	\$	-
Line 5. Enter Average FTE:	\$	-

Compensation to Owners		
Line 9. Total amount paid to owner-employees/self-employed individual/general partners:	\$	15,385.00

Application Instructions | Schedule A Worksheet - Table 1 | Wage Reduction | Schedule A Worksheet - Table 2 | Compensation to Owners Ta | **Sched A Values for Portal Input**

PPP SCHEDULE A PART 1

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\$0.00

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For the following sections (PPP Schedule A Worksheet, Table 1, Table 2, and Compensation to Owners) a worksheet has been provided to assist you in completing these sections. The worksheet is not required, but rather provided as a tool.

The fields will be filled in based on the information captured within the worksheet. Please download the worksheet by clicking on the download link below and follow the embedded instructions. Once the worksheet is completed please update the respective fields below and upload the completed worksheet to the Documents section under the Payroll folder. [Download Schedule A Worksheet](#)

PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

Non-Cash Compensation Payroll Costs During the Covered Period or the

PPP SCHEDULE A PART 1

Anticipated Forgiveness
\$0.00

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Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1


Enter the respective number calculated within the downloaded worksheet.

« Prev Next »

Next »

End tour

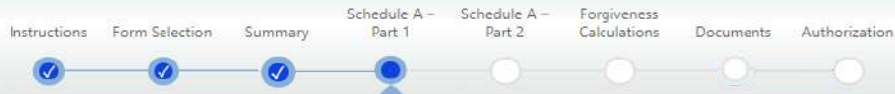
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * 

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 *

Non-Cash Compensation Payroll Costs During the Covered Period or the

PPP SCHEDULE A PART 1



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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

24000

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

3

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

0

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

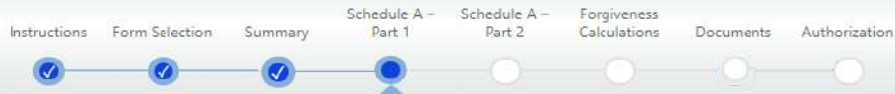
0

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

0

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1

Enter the respective number calculated within the downloaded worksheet.

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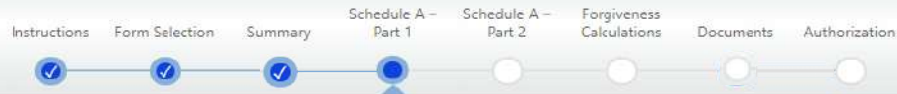
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

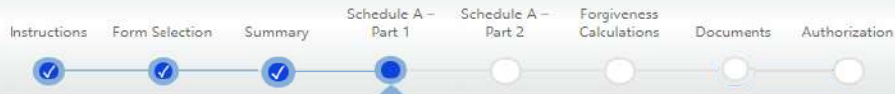
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1

Enter the respective number calculated within the downloaded worksheet.

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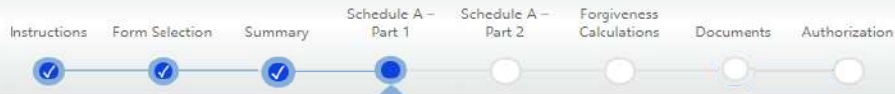
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PPP Schedule A Worksheet, Table 2 Totals

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * [i](#)

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * [i](#)

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * [i](#)

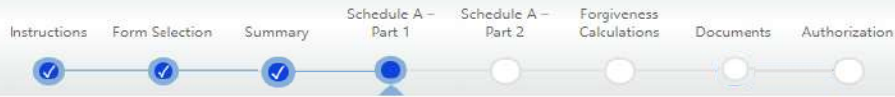
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * [i](#)

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * [i](#)

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Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

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Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

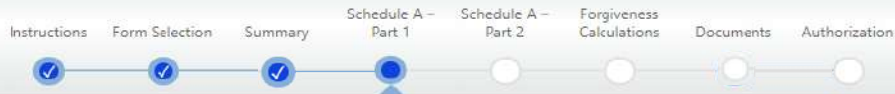
Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2

Enter the respective number calculated within the downloaded worksheet.

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 * ⓘ

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1 * ⓘ

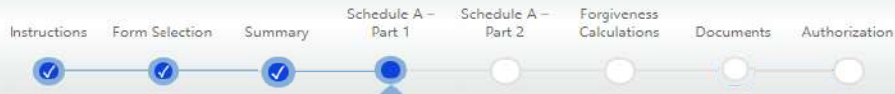
PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 * ⓘ

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 * ⓘ

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PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1 ⓘ

24000

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1 ⓘ

3

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2 ⓘ

\$0.00

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2 ⓘ

0.00

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2.

Enter the respective number calculated within the downloaded worksheet.

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Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

 ⓘ

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

ⓘ

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

ⓘ

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. * ⓘ

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

1

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

1

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

1

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance

Enter the total amount paid by the Borrower for employer contributions for employee health insurance, including employer contributions to a self-insured, employer-sponsored group health plan, but excluding any pre-tax or after tax contributions by employees. Do not add employer health insurance contributions made on behalf of a self-employed individual, general partners, or owner-employees of an S-corporation, because such payments are already included in their compensation.

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Total Payroll Costs



Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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Information being provided is based on our understanding of program requirements as of August 5, 2020, and is subject to change.

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Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. *

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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\$0.00

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

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Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans

Enter the total amount paid by the Borrower for employer contributions to employee retirement plans, excluding any pre-tax or after-tax contributions by employees. Do not add employer retirement contributions made on behalf of a self-employed individual or general partners, because such payments are already included in their compensation.

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Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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\$0.00

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

?

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

?

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

?

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. * ?

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

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Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

?

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

?

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

?

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation

Enter the total amount paid by the Borrower for employer state and local taxes assessed on employee compensation (e.g., state unemployment insurance tax); do not list any taxes withheld from employee earnings.

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Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. *

?

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Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

[?](#)

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

[?](#)

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

[?](#)

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. * [?](#)

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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1

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

1

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. *

|

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

Line 9. Total amount paid to owner-employees/self-employed individual/general partners

Enter any amounts paid to owners (owner-employees, a self-employed individual, or general partners). This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual included, attach a separate table that lists the names of and payments to each.

For Borrowers using a 24-week Covered Period, this amount is capped at \$20,833 (the 2.5-month equivalent of \$100,000 per year) for each individual or the 2.5-month equivalent of their applicable compensation in 2019, whichever is lower. For Borrowers using an 8-week Covered Period, this amount is capped at \$15,385 (the eight-week equivalent of \$100,000 per year) for each individual or the eight-week equivalent of their applicable compensation in 2019, whichever is lower.

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Line 6. Total amount paid or incurred by Borrower for employer contributions for employee health insurance *

1
8000

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans *

3
2000

Line 8. Total amount paid or incurred by Borrower for employer state and local taxes assessed on employee compensation *

3
647

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners. * 3

15385

Total Payroll Costs

Line 10. Payroll Costs (Sum of Lines 1, 4, 6, 7, 8, and 9)

\$0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

?

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met ?

0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

1

No

FTE Reduction Calculation

Line 13: FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met

0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

?

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met ?

0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *



→ Yes ▾

Question 2: FTE Reduction Safe Harbor 1:

→ Were you (the Borrower) unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19? *



→ Yes ▾

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met ⓘ

0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

?

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met ?

0.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

Yes

Question 2: FTE Reduction Safe Harbor 1:
Were you (the Borrower) unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19? *

No

Please download and complete the FTE Worksheet. Once the worksheet is complete please update the fields in the Portal with those displayed in the worksheet. [Download FTE Worksheet](#)

Question 3: FTE Reduction Safe Harbor 2:
Has the FTE Reduction Safe Harbor 2 been satisfied? *

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FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

Yes

Question 2: FTE Reduction Safe Harbor 1:
Were you (the Borrower) unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19? *

No

Please download and complete the FTE Worksheet. Once the worksheet is complete please update the fields in the Portal with those displayed in the worksheet. [Download FTE Worksheet](#)

Question 3: FTE Reduction Safe Harbor 2:
Has the FTE Reduction Safe Harbor 2 been satisfied? *

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met

0.00

PPP-Loan-Forgiveness-FTE-Red...

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FTE REDUCTION WORKSHEET

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Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles Cells Editing Ideas

P3

A B C D E F G H I J K L M N O P Q R S T U V

FTE REDUCTION WORKBOOK INSTRUCTIONS

To utilize full functionality of the worksheets Macros must be enabled by clicking on "Enable Content" in the yellow bar above. If at any point you receive an error with the language "This macro may not be available in this workbook or all macros may be disabled", please reopen the file and choose to enable macros in the yellow bar above.

This workbook is intended as a facilitation tool to assist PPP Borrowers with organizing the data and determining the value inputs needed to complete the PPP Loan Forgiveness process using the Portal. As you enter data to complete each Tab, calculations may occur and auto-populate information for you. Green cells are intended for data input. All other (blue) fields contain calculation or validation information and should not be altered.

TAB1 Application Instructions	This tab includes the information from the SBA Loan Forgiveness Application for reference.
TAB2 FTE Reduction Safe Harbor Step1	This tab organizes data and computes values for Step 1 of the FTE Reduction Safe Harbor 2 calculation. Enter requested data in green cells only, where applicable.
TAB3 FTE Reduction Safe Harbor Step2	This tab organizes data and computes values for Step 2 of the FTE Reduction Safe Harbor 2 calculation, as well as automatically determines if the Borrower should proceed to Step 4. Enter requested data in green cells only, where applicable. The blue validation field in cell F775 will direct you to continue to Step 4, if applicable.
TAB4 FTE Reduction Safe Harbor Step4	This tab organizes data and computes values for Step 4 of the FTE Reduction Safe Harbor 2 calculation as well as automatically determines if the Borrower should proceed to Tab5 PPP Schedule A Line 11 for completion. Enter requested data in green cells only, where applicable. The blue validation field in cell F775 will direct you to continue to Schedule A, Line 11, if applicable.
TAB5 PPP Schedule A Line 11	This tab organizes data and computes values for PPP Schedule A Line 11. This tab is only required to be completed if the Borrower did not satisfy FTE Reduction Safe Harbor 2. Enter requested data in green cells only, where applicable.
TAB6 PPP Schedule A Portal Inputs	This tab organizes data for PPP Schedule A fields and identifies values for input into the Portal. All value fields in this tab are auto-populated, as applicable based on information completed throughout the workbook.

This workbook only needs to be completed if the number of FTE was reduced between February 15, 2020 and April 26, 2020 and the FTE Safe Harbor was not met.

Data should only be entered in the green cells throughout the workbook.

Workbook Instructions Application Instructions FTE Reduction Safe Harbor Step1 FTE Reduction Safe Harbor Step2 FTE Reduction Safe Harbor Step4 PPP Schedule A Line 11 PPP Schedule A

Display Settings 98%

FTE REDUCTION WORKSHEET – SAFE HARBOR STEP 1

This sheet organizes data and computes values to determine if the borrower satisfies FTE reduction Safe Harbor 2.

FTE REDUCTION WORKSHEET – SAFE HARBOR STEP 2

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C24

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Key Guidance															
	The following table is Step 2 of the calculation to determine if the Borrower satisfies FTE Reduction Safe Harbor 2.															
	Enter the number of employees that were employed by the Borrower during the pay period inclusive of February 15, 2020 in Cell F20 and click "Enter." This action will populate the number of rows required to document the required data. The max value for this field is 749.															
	List Employees Who:															
	Were employed by the Borrower on February 15, 2020; AND															
	Whose principal place of residence is in the United States.															
	Employee's Name - Separately list each employee. Do not include any independent contractors, owner-employees, self-employed individuals, or partners.															
	Employer Identifier: Enter the last four digits of each employee's Social Security Number.															
	Average Number of Hours Paid per Week - Enter the average number of hours paid per week in the pay period inclusive of February 15, 2020.															
	Total FTE - This column is autopopulated with a calculation of the total full-time equivalency (FTE) as of February 15, 2020. For each employee, the average number of hours paid per week is divided by 40 and rounded to the nearest tenth. The maximum for each employee is capped at 1.0. A simplified method that assigns a 1.0 for employees who work 40 hours or more per week and 0.5 for employees who work fewer hours may be used, in which case you can input values.															
	Continue to FTE Reduction Safe Harbor 2, Step 4? - A validation field at the conclusion of this step will auto-populate in Cell F775 to direct the Borrower to continue to the Step 4 Tab, if applicable ("Yes") or the Borrower does not satisfy the Safe Harbor and no further information is required ("No, FTE Reduction Safe Harbor is not applicable").															
	FTE Reduction Safe Harbor Determination - Step 2	Enter Number of Employees	5		Enter											
	Total FTE in pay period inclusive of February 15, 2020															
	Employee's Name	Employee Identifier	Average Number of Hours Paid per Week (In pay period inclusive of 2/15/2020)	Total FTE												
	FTE Reduction Safe Harbor Step 2: Total FTE in pay period inclusive of February 15, 2020				0.0											
	Continue to FTE Reduction Safe Harbor Step 4?			Proceed to PPP Schedule A Line 11 Tab for completion.												

This sheet organizes data and computes values for Step 2 and automatically determines if the borrower should proceed to step 4.

Workbook Instructions Application Instructions FTE Reduction Safe Harbor St FTE Reduction Safe Harbor Step2 FTE Reduction Safe Harbor Step4 PPP Schedule A Line 11 PPP Schedule A Display Settings

This sheet organizes data and computes values for Step 2 and automatically determines if the borrower should proceed to step 4.

FTE REDUCTION WORKSHEET – SAFE HARBOR STEP 4

[illegible]

This sheet organizes data and computes values for Step 4 and automatically determines if the borrower should proceed to tab 5 – PPP Schedule A Line 11 for completion.

FTE REDUCTION WORKSHEET – PPP SCHEDULE A LINE 11

This sheet organizes data and computes values for line 11 of the PPP Schedule A worksheet. This should only be completed if the borrower did not satisfy FTE Reduction Safe Harbor requirements.

FTE REDUCTION WORKSHEET – PPP SCHEDULE A

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J6

Key Guidance

All value fields in this tab are auto-populated, as applicable based on information completed throughout the workbook.

Enter the calculated values in Column E into the applicable fields in the Portal.

PPP Schedule A

Schedule A Calculation

Full-Time Equivalency (FTE) Reduction Calculation	
Has the FTE Reduction Safe Harbor been satisfied?	No
Line 11: Average FTE during the Borrower's chosen reference period:	

This sheet organizes data and computes values to input in the portal. All fields are auto-populated.

Workbook Instructions Application Instructions FTE Reduction Safe Harbor Step1 FTE Reduction Safe Harbor Step2 FTE Reduction Safe Harbor Step4 PPP Schedule A Line 1 **PPP Schedule A**

Ready Display Settings 134%

PPP SCHEDULE A PART 2

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Schedule A – Part 2

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\$50,032.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

?

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met ?

0.00

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PPP SCHEDULE A PART 2 CONTINUED

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\$50,032.00

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Full-Time Equivalency (FTE) Reduction Questions

Question 1: Did you reduce the number of employees or the average paid hours of employees between January 1, 2020 and the Covered Period? *

  No

FTE Reduction Calculation

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met 

0.00

FORGIVENESS CALCULATIONS

[FAQ](#)[Forgiveness Requests](#)[Brianna Collins ▾](#)

Anticipated Forgiveness
➔ **\$50,032.00**

For the following section please complete Lines 2, 3, and 4. The remaining fields have been filled based on the information captured throughout the process.

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Payroll and Nonpayroll Costs

Line 1. Payroll Costs (The amount from Schedule A - Part 1, Line 10) ⓘ

➔ \$50,032.00

Line 2. Business Mortgage Interest Payments * ⓘ

Line 3. Business Rent or Lease Payments * ⓘ

Line 4. Business Utility Payments * ⓘ

Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

[Read More](#)

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (The amount from Schedule A - Part 1, Line 3) ⓘ

➔ \$0.00

Line 6. The sum of amounts on Lines 1, 2, 3, and 4, then subtract the amount entered in Line 5 ⓘ

➔ \$50,032.00

Line 7. FTE Reduction Quotient (The number from Schedule A - Part 2, Line 13) ⓘ

➔ 1.00

FORGIVENESS CALCULATIONS

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Schedule A – Part 2

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\$50,032.00

For the following section please complete Lines 2, 3, and 4. The remaining fields have been filled based on the information captured throughout the process.

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (The amount from Schedule A - Part 1, Line 10) ⓘ

\$50,032.00

Line 2. Business Mortgage Interest Payments * ⓘ

8000

Line 3. Business Rent or Lease Payments * ⓘ

4000

Line 4. Business Utility Payments * ⓘ

4000

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (The amount from Schedule A - Part 1, Line 3) ⓘ

\$0.00

Line 6. The sum of amounts on Lines 1, 2, 3, and 4, then subtract the amount entered in Line 5 ⓘ

\$50,032.00

Line 7. FTE Reduction Quotient (The number from Schedule A - Part 2, Line 13) ⓘ

1.00

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Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.
Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

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FORGIVENESS CALCULATIONS

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Schedule A – Part 2

Forgiveness Calculations

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\$66,000.00

For the following section please complete Lines 2, 3, and 4. The remaining fields have been filled based on the information captured throughout the process.

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (The amount from Schedule A - Part 1, Line 10) ⓘ

\$50,032.00

Line 2. Business Mortgage Interest Payments * ⓘ

\$ 8,000.00

Line 3. Business Rent or Lease Payments * ⓘ

\$ 4,000.00

Line 4. Business Utility Payments * ⓘ

\$ 4,000.00

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (The amount from Schedule A - Part 1, Line 3) ⓘ

\$0.00

Line 6. The sum of amounts on Lines 1, 2, 3, and 4, then subtract the amount entered in Line 5 ⓘ

\$66,032.00

Line 7. FTE Reduction Quotient (The number from Schedule A - Part 2, Line 13) ⓘ

1.00

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Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.
Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

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FORGIVENESS CALCULATIONS CONTINUED

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Anticipated Forgiveness
➔ **\$66,000.00**

Line 6. The sum of amounts on Lines 1, 2, 3, and 4, then subtract the amount entered in Line 5 ⓘ

➔ \$65,032.00

Line 7. FTE Reduction Quotient (The number from Schedule A - Part 2, Line 13) ⓘ

➔ 1.00

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Potential Forgiveness Amounts

Line 8. Modified Total (Line 6 multiplied by Line 7) ⓘ

➔ \$66,032.00

Line 9. PPP Loan Amount ⓘ

➔ \$65,000.00

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60) ⓘ

➔ \$83,386.67

Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

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Forgiveness Amount

Line 11. Forgiveness Amount (The smallest number of Lines 8, 9, or 10) ⓘ

➔ \$66,000.00

DOCUMENTS



Anticipated Forgiveness
\$66,000.00

➕ Add files

📁 New folder

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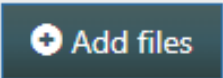
Close

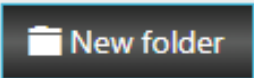
Name ↑	Modified	
📁 FTE	8/3/2020 11:03 AM	▼
📁 Nonpayroll	8/3/2020 11:03 AM	▼
📁 Payroll	8/3/2020 11:03 AM	▼







Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application

- **PPP Loan Forgiveness Calculation Form**
- **PPP Schedule A**
- **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:
 - a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
 - b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
 - c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
- **FTE:** Documentation showing (at the election of the Borrower):
 - a. the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;
 - b. the average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020; or
 - c. in the case of a seasonal employer, the average number of FTE employees on payroll per month employed by

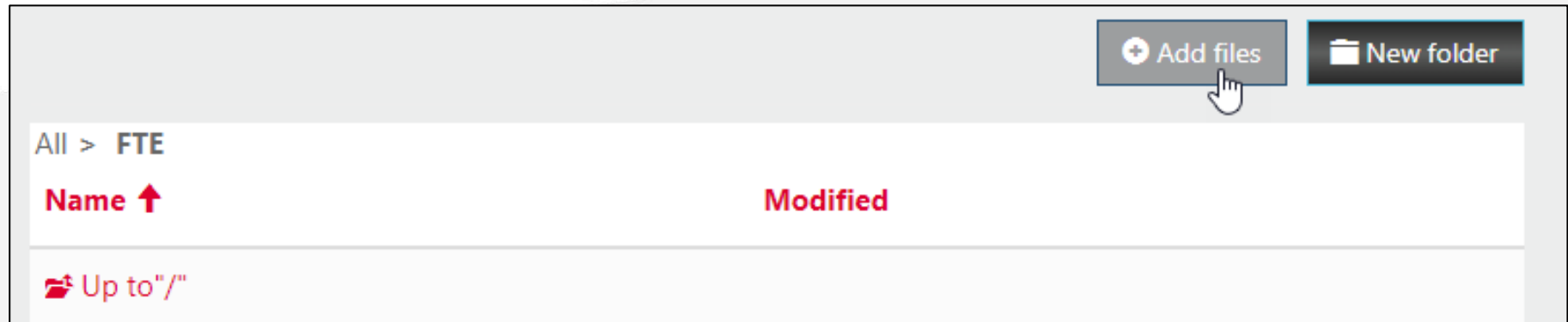
CHOOSE FOLDER

Add files

New folder

Name ↑	Modified	
 FTE	8/3/2020 11:03 AM	
 Nonpayroll	8/3/2020 11:03 AM	
 Payroll	8/3/2020 11:03 AM	

CLICK TO ADD FILES



ADD FILES

Add files

Choose files

Choose Files

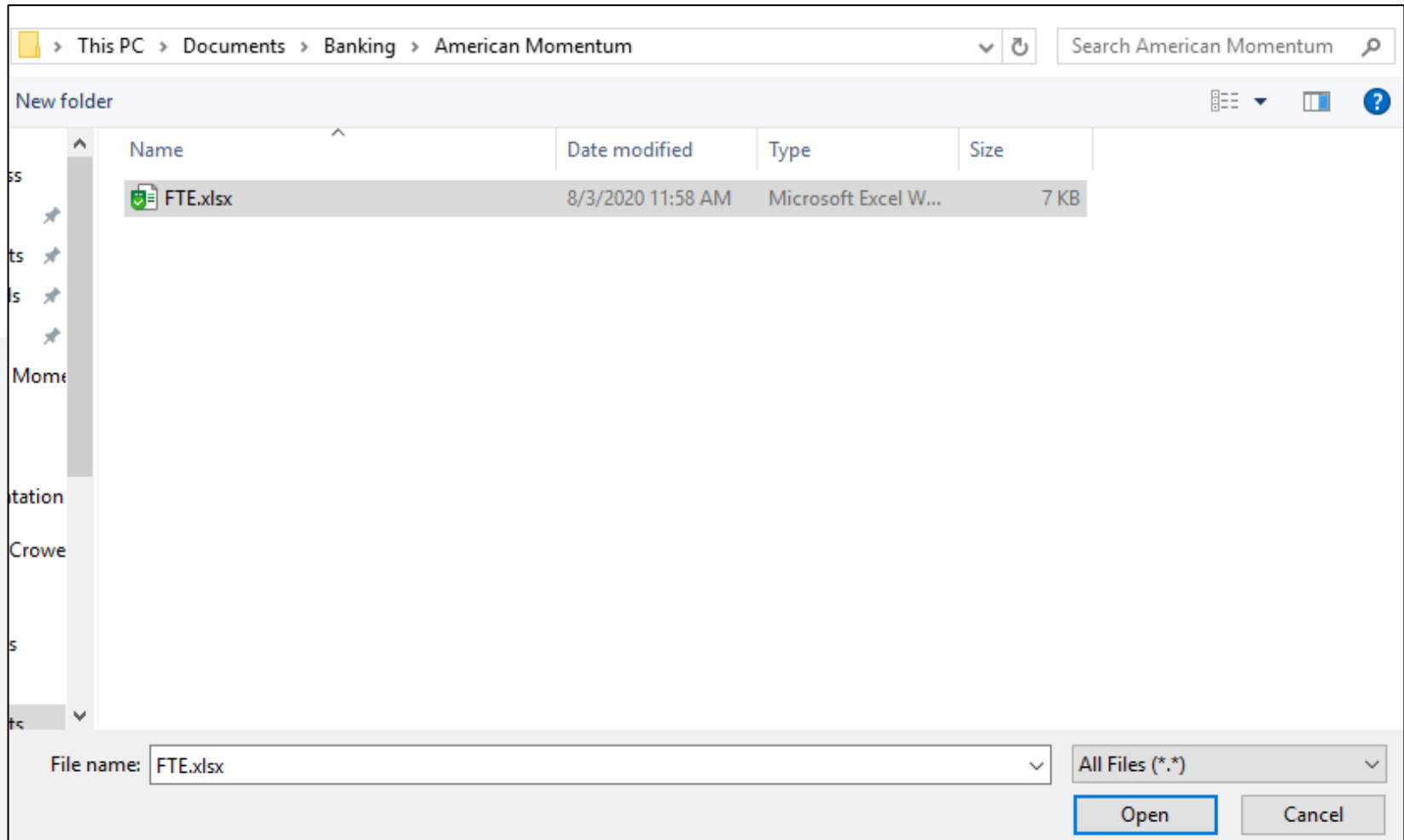
FTE.xlsx

☒ Overwrite existing files

Destination

/FTE/

FILE SELECTION



FILE ADDED

Add files

New folder

All > FTE	
Name ↑	Modified
📁 Up to "/"	
📄 FTE.xlsx (13 KB)	8/3/2020 12:00 PM

DOCUMENTS



Anticipated Forgiveness
\$66,000.00

➕ Add files

📁 New folder

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Name ↑

Modified

➡	FTE	8/3/2020 11:03 AM	▼
➡	Nonpayroll	8/3/2020 11:03 AM	▼
➡	Payroll	8/3/2020 11:03 AM	▼

Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application

- **PPP Loan Forgiveness Calculation Form**
- **PPP Schedule A**
- **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:
 - a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
 - b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
 - c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
- **FTE:** Documentation showing (at the election of the Borrower):
 - a. the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;
 - b. the average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020; or
 - c. in the case of a seasonal employer, the average number of FTE employees on payroll per month employed by

DOCUMENTS INFORMATION

Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application

- **PPP Loan Forgiveness Calculation Form**
- **PPP Schedule A**
- **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:
 - a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
 - b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
 - c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
- **FTE:** Documentation showing (at the election of the Borrower):
 - a. the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;
 - b. the average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020; or
 - c. in the case of a seasonal employer, the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive twelve-week period between May 1, 2019 and September 15, 2019.

The selected time period must be the same time period selected for purposes of completing PPP Schedule A, line 11. Documents may include payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state. Documents submitted may cover periods longer than the specific time period.

DOCUMENTS INFORMATION CONTINUED

- **Nonpayroll:** Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.
 - a. Business mortgage interest payments: Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
 - b. Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
 - c. Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

Documents that Each Borrower Must Maintain but is Not Required to Submit

- PPP Schedule A Worksheet or its equivalent and the following:
 - a. Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 1, including the "Salary/Hourly Wage Reduction" calculation, if necessary.
 - b. Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 2; specifically, that each listed employee received during any single pay period in 2019 compensation at an annualized rate of more than \$100,000.
 - c. Documentation regarding any employee job offers and refusals, firings for cause, voluntary resignations, and written requests by any employee for reductions in work schedule.
 - d. Documentation supporting the PPP Schedule A Worksheet "FTE Reduction Safe Harbor."

All records relating to the Borrower's PPP loan, including documentation submitted with its PPP loan application, documentation supporting the Borrower's certifications as to the necessity of the loan request and its eligibility for a PPP loan, documentation necessary to support the Borrower's loan forgiveness application, and documentation demonstrating the Borrower's material compliance with PPP requirements. The Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request.

CONTACT Us

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Anticipated Forgiveness
\$66,000.00

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Please review and check the box before submitting the application to your Lender.

☒ By checking the box, you (the Borrower) are attesting that the information, evidence, and supporting documents provided adhere to the guidelines outlined by SBA under the Paycheck Protection Program (PPP) and that the information is true and accurate to the best of my knowledge.

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Information being provided is based on our understanding of program requirements as of August 5, 2020, and is subject to change.



CONTACT US FORM

Contact us

First Name *

Brianna

Last Name *

Collins

Email *

brianna@email.web

Subject *

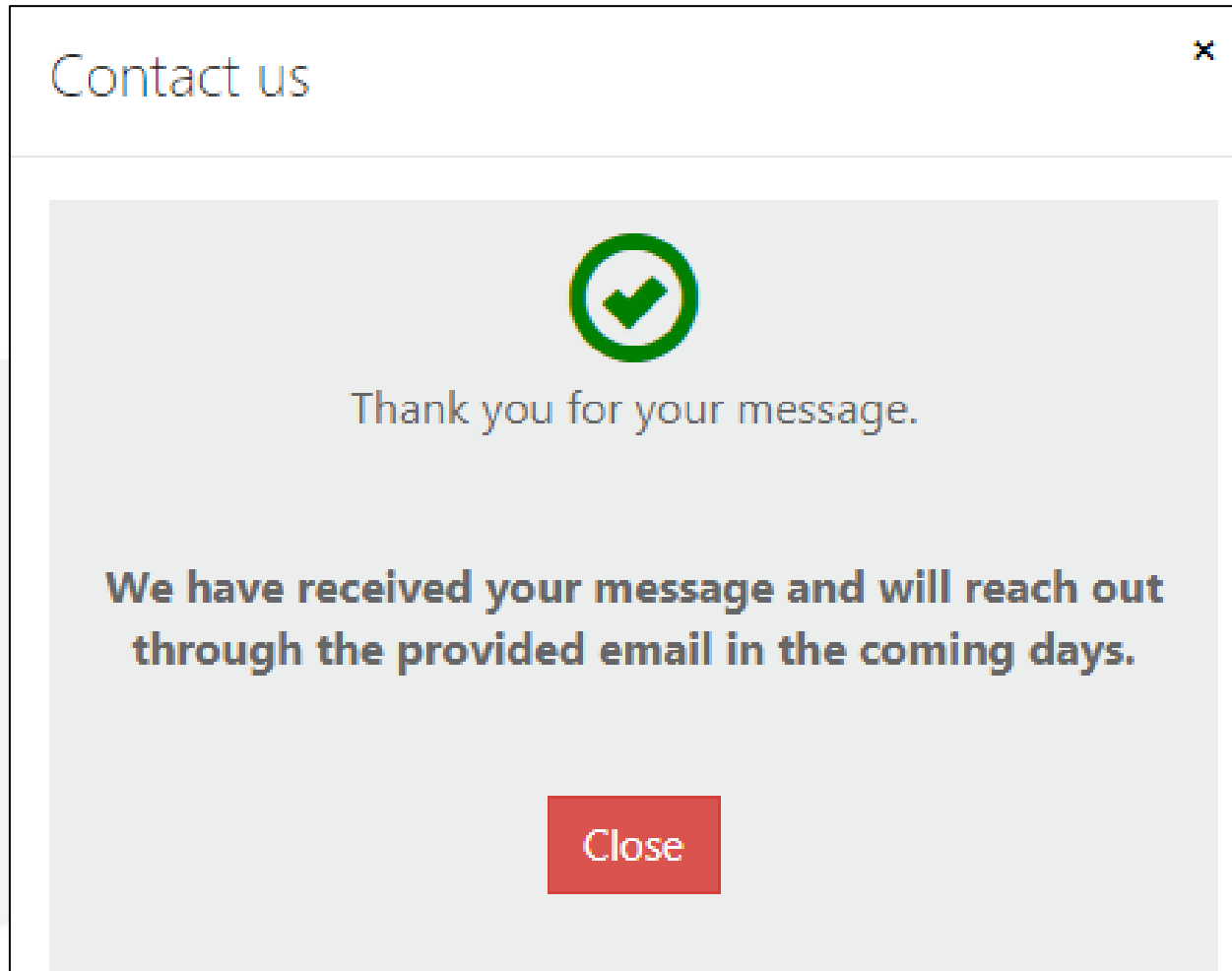
File Upload

Description *

I have a question regarding uploading files

Submit

CONTACT US SUBMITTED



SUBMIT APPLICATION


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Anticipated Forgiveness
\$66,000.00

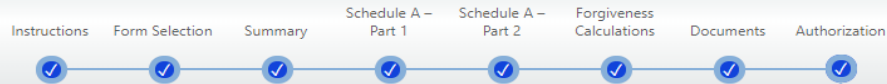
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Please review and check the box before submitting the application to your Lender.

- ☒ By checking the box, you (the Borrower) are attesting that the information, evidence, and supporting documents provided adhere to the guidelines outlined by SBA under the Paycheck Protection Program (PPP) and that the information is true and accurate to the best of my knowledge.

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FORGIVENESS REQUEST SUBMITTED

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Anticipated Forgiveness
\$66,000.00

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Thank you for completing and submitting your PPP Loan Forgiveness Application through the Portal. The application is now going to be reviewed by our team. We will review the application to confirm the information and documentation provided over the next sixty (60) days.

Please note, we may follow - up through email or phone if there is a need for additional information or documents. As the application is being reviewed you will be notified via email of any key changes. Once we have completed the review, we will reach back out to capture a signature before submission to the SBA. You can log-in to the Forgiveness Request Portal to check the current status of your application anytime.

A confirmation email has been sent to your registered email address. You may now Sign out of the Portal and close your browser.

PPP Loan Forgiveness Application

EZ Form



AMERICAN  MOMENTUM BANK®

PORTAL INSTRUCTIONS



Anticipated Forgiveness
\$0.00

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LOAN FORGIVENESS APPLICATION INSTRUCTIONS FOR BORROWERS

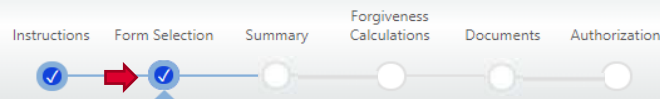
To apply for forgiveness of your Paycheck Protection Program (PPP) loan, you (the Borrower) must complete and submit your application through this Portal. The tabs within this Portal will update based on the selected scenario on the Form Selection tab. Your answers will automatically populate into your selected application. When complete, your Lender will conduct a review before sending you a final copy of the application to sign.

The Portal is defaulted to the **Standard PPP Loan Forgiveness Application (SBA Form 3508)** which contains the following sections: Summary, Schedule A – Part 1, Schedule A – Part 2, Forgiveness Calculations, Documents, and Authorization. The SBA PPP Loan Forgiveness Application instructions can be found [here](#).

Alternatively, if you meet one of the other three scenarios defined in the Form Selection tab, the Portal will update to reflect the **EZ PPP Loan Forgiveness Application (SBA Form 3508EZ)**. The Portal will update to have the following sections: Summary, Forgiveness Calculations, Documents, and Authorization. The SBA PPP Loan Forgiveness Application EZ instructions can be found [here](#).

Please review the instructions tied to your respective form. As you navigate through the Portal, instructions and help text can be reviewed by clicking on the ⓘ next to the field text. All fields with an (*) must be completed before the application can be submitted to your Lender. If you need to contact your Lender, please utilize the Contact Form within the Portal.

EZ FORM SELECTION

[FAQ](#)[Forgiveness Requests](#)[Gordon Gekko ▾](#)

Anticipated Forgiveness
\$0.00

Please select the option that best describes your PPP Loan Forgiveness Application scenario:

☐ The Borrower is electing to complete the standard Loan Forgiveness Application (SBA Form 3508)

☒ **SBA Form 3508EZ - Option 1:**

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

☒ **SBA Form 3508EZ - Option 2:**

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined to right) compared to the period between January 1, 2020 and March 31, 2020;

AND

The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. [i](#)

☐ **SBA Form 3508EZ - Option 3:**

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined to right) compared to the period between January 1, 2020 and March 31, 2020;

AND

The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID - 19. [i](#)

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Overview

Covered Period: The Covered Period is either: (1) the 24-week (168-day) period beginning on the PPP Loan Disbursement Date, or (2) if the Borrower received its PPP loan before June 5, 2020, the Borrower may elect to use an eight-week (56-day) Covered Period. For example,...

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EZ FORM SELECTION

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Anticipated Forgiveness
\$0.00

Loan Details

Loan Number *

94854

Loan Amount *

\$4,000,000.000

Disbursement Date

4/27/2020

SBA Loan Number

18845

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Company Details

Business Name * ⓘ

Gekko & Co

DBA or Tradename ⓘ**Business Type** ⓘ

Partnership ▾

Business TIN (EIN, SSN) * ⓘ

87-5848518

Business Address: Line 1 * ⓘ

500 Wall St

Business Address: City *

New York

Business Address: State *

New York ▾

Business Address: Postal Code *

10001

Primary Contact * ⓘ

Gordon Gekko

Phone Number *

(800) 555-1893

Email Address *

gg@email.web

FORGIVENESS CALCULATIONS

[FAQ](#)[Forgiveness Requests](#)[Gordon Gekko ▾](#)

Anticipated Forgiveness
\$0.00

Payroll and Nonpayroll Costs

Line 1. Payroll Costs: ⓘ

\$0.00

Line 1.a. Cash Compensation: * ⓘ

\$ 0.00

Line 1.b. Employee Benefits: * ⓘ

\$ 0.00

Line 1.c. Owner Compensation: * ⓘ

\$ 0.00

Line 2. Business Mortgage Interest Payments * ⓘ

Line 3. Business Rent or Lease Payments * ⓘ

Line 4. Business Utility Payments * ⓘ

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Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

[Read More](#)

FORGIVENESS CALCULATIONS



Anticipated Forgiveness
\$0.00

Payroll and Nonpayroll Costs

Line 1. Payroll Costs: ⓘ

\$0.00

Line 1.a. Cash Compensation: * ⓘ

\$ 2134408

Line 1.b. Employee Benefits: * ⓘ

\$ 245000

Line 1.c. Owner Compensation: * ⓘ

\$ 20833

Line 2. Business Mortgage Interest Payments * ⓘ

580000

Line 3. Business Rent or Lease Payments * ⓘ

659000

Line 4. Business Utility Payments * ⓘ

360759

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Overview

Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

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FORGIVENESS CALCULATIONS

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Anticipated Forgiveness
➔ **\$4,000,000.00**

Payroll and Nonpayroll Costs

Line 1. Payroll Costs: ⓘ

➔ \$2,400,241.00

Line 1.a. Cash Compensation: * ⓘ

\$ 2,134,408.00

Line 1.b. Employee Benefits: * ⓘ

\$ 245,000.00

Line 1.c. Owner Compensation: * ⓘ

\$ 20,833.00

Line 2. Business Mortgage Interest Payments * ⓘ

\$ 580,000.00

Line 3. Business Rent or Lease Payments * ⓘ

\$ 659,000.00

Line 4. Business Utility Payments * ⓘ

\$ 360,759.00

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Overview

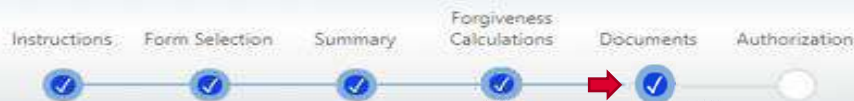
Borrowers are eligible for loan forgiveness for the following costs:

1. Eligible payroll costs.

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24 - week (168 - day) or 8 - week (56 - day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). ...

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DOCUMENTS



Anticipated Forgiveness
\$4,000,000.00

➕ Add files

📁 New folder

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Name ↑	Modified	
📁 FTE	8/3/2020 11:03 AM	▾
📁 Nonpayroll	8/3/2020 11:03 AM	▾
📁 Payroll	8/3/2020 11:03 AM	▾

Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application

- **PPP Loan Forgiveness Calculation Form**
- **PPP Schedule A**
- **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:
 - a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
 - b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
 - c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
- **FTE:** Documentation showing (at the election of the Borrower):
 - a. the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;
 - b. the average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020; or
 - c. in the case of a seasonal employer, the average number of FTE employees on payroll per month employed by

SUBMIT APPLICATION

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Anticipated Forgiveness
\$4,000,000.00

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Please review and check the box before submitting the application to your Lender.

☒ By checking the box, you (the Borrower) are attesting that the information, evidence, and supporting documents provided adhere to the guidelines outlined by SBA under the Paycheck Protection Program (PPP) and that the information is true and accurate to the best of my knowledge.

Submit to Lender

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[Browse the FAQ](#)

[Contact us](#)

FORGIVENESS REQUEST SUBMITTED

[FAQ](#)[Forgiveness Requests](#)[Brianna Collins ▾](#)

Anticipated Forgiveness
\$4,000,000.00

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Thank you for completing and submitting your PPP Loan Forgiveness Application through the Portal. The application is now going to be reviewed by our team. We will review the application to confirm the information and documentation provided over the next sixty (60) days.

Please note, we may follow - up through email or phone if there is a need for additional information or documents. As the application is being reviewed you will be notified via email of any key changes. Once we have completed the review, we will reach back out to capture a signature before submission to the SBA. You can log-in to the Forgiveness Request Portal to check the current status of your application anytime.

A confirmation email has been sent to your registered email address. You may now Sign out of the Portal and close your browser.

Frequently Asked Questions



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LIST OF FAQ TOPICS

- EIDL and PPP Loan Forgiveness
- Loan Maturity
- Interest on the Loan
- Independent Contractors
- Excess and Unforgiven Funds

EIDL AND PPP LOAN FORGIVENESS

If a business received EIDL, will this affect the PPP loan forgiveness?

- The receipt of an EIDL does not impact forgiveness, however, any “Emergency Advance” received will be deducted from the loan forgiveness calculation because the EIDL Emergency Advance itself does not require repayment.

LOAN MATURITY

What is the maturity date of a PPP loan?

- If a PPP loan received an SBA loan number on or after June 5, 2020, the loan has a five-year maturity. If a PPP loan received an SBA loan number before June 5, 2020, the loan has a two-year maturity, unless the borrower and lender mutually agree to extend the term of the loan to five years. The promissory note for the PPP loan will state the term of the loan.

INTEREST ON THE LOAN

When does interest on the loan begin to accrue? Will interest be included in the forgiveness amount?

- Interest begins to accrue on the day that the business receives funds from the loan. Accrued interest on the PPP loan forgiveness amount is included in the total forgiveness amount.

INDEPENDENT CONTRACTORS

Do independent contractors count as employees for purposes of PPP loan forgiveness?

- No, independent contractors have the ability to apply for a PPP Loan on their own, so they do not count for purposes of a borrower's PPP Loan forgiveness.

EXCESS AND UNFORGIVEN FUNDS

Can borrowers return funds they know will be in excess or unforgiven without any penalty?

- Yes and the borrower is responsible for accrued interest on the repaid portion of the loan. Any unforgiven portion of the loan may be repaid to the lender at any point in time.

Questions

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THANK YOU.