PPP Forgiveness Platform Guide Loans Over \$150,000

Forgiveness Simplified - forgivesmb.com February 22, 2021



**Please be advised that for advice on the details of your loan or assurance on specific qualified expenses, you should consult a certified CPA.

Getting Started

Option 1: Sign up using an existing Google email

Option 2: Create a password with any email, and you will receive a verification email from **support@forgivesmb.com** to continue. Please check your spam or other folders if you don't see it in your inbox.

G Sign up with Google	
or	
Email	
Password	
Repeat Password	

Forgiveness Simplified

**Please note that any subsequent time that you log in to the application, you should select "Sign In" instead of "Sign Up"



Fill out the Profile Details

Forgiveness Simplified

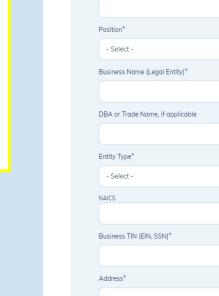
Add Your Details

V

V

Please ensure you use the business name and Tax ID from your PPP Ioan documents.

You will be able to update your profile information at any time prior to submission.

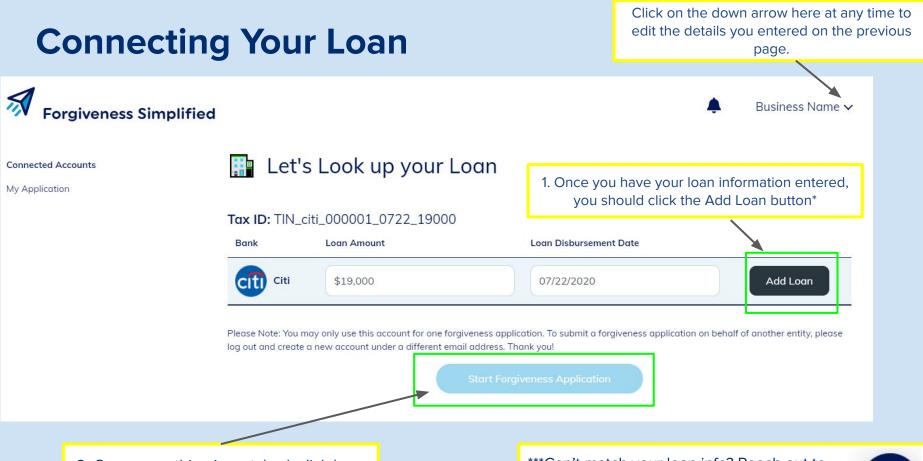


Primary Contact*

Title

State*		
- Select -	~	V
Zip Code*		
		C ir
Phone*		r S
The following demographic informat by the U.S. Small Business Admiinist		
collection and reporting purposes.		t
Are you a veteran? (optional)		
- Select -	~	n C
Your gender (optional)		
- Select -	~	a
Race (optional)		
- Select -	~	
Ethnicity (optional)		
- Select -	~	
By checking 1 Accept you read and agree to be leav application's Terms & Cor consent to receiving notic electronic format.	ally bound by this nditions, and that you ces and disclosures in	

While the demographic information being requested by the SBA is optional, please select "Not Disclosed" from the drop down menu if you choose to not answer.



2. Once everything is matched, click here to start your forgiveness application!

***Can't match your loan info? Reach out to The Borrower Support team!

Note: Navigation Bar

You can use this navigation bar to go back to earlier parts of your application.

Completed steps are shown in a bold, blue font.

Grayed out steps haven't been reached yet.

Important questions about your business

- ② Claiming Expenses for Forgiveness
 - Pavroll
 - Business Locations
 - Utilities
- Ocument non-payroll expenses
 - Mortgage interest, lease, and rent
 - Utilities
 - Review Uploaded
- (4) View Expenses Summary
- Estimated Forgiveness Amount
- Review Forgiveness
 Application
- O Submit Application

Tell Us More About Your Business

Loan Disbursement Date	Loan amount		Business name	
May 22nd, 2020	\$42,000		Your Business	Name
Your Payroll Schedule		0		
- Select -		~		
Select the Covered Period		0		
- Select -		~		
This is the amount of weeks for wh expenses	ich you incurred payroll and o	ther		
PPP Covered Period				
May 22, 2020 -				
Start date: May 22, 2020 End date:				
Today's date: Aug 7th, 2020				



Page 1 - Business Information

🗿 Tell Us More About Your Business

Loan amount	
\$42,000	
	0
	~
	0
	~

PPP Covered Period

May 22, 2020 -

Start date: May 22, 2020 End date: Today's date: Aug 7th, 2020

I'm self-employed,	independent	contractor	or	owner	and	only	employe

Yes O No O

Qualify for Shorter Path? Let's see if you can get through this faster by seeing if you can submit Form 3508EZ

Did you reduce wages for any employee by more than 25% when comparing May 22, 2020 -

Yes O No O

Did you reduce the number of employees or paid hours from Jan 1 to ? Answer No if the reduction was due to employees refusing to come back to work or you were unable to find qualified employees.

Yes O No O

During May 22, 2020 - , were you unable operate at the same level of business activity as before February 15, 2020 due to COVID requirements, social distancing or any other work or customer safety requirements?

Yes O No O

Select your Reference Period	

- Select -

The questions on this page gather basic information required for your application and determine whether you're eligible for the much simpler EZ Forgiveness.

Employees a	Time of Forgiveness Application (Aug 7th, 2020)	
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Did you reduce the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period?

Yes O No O

Did you reduce FTE (Full Time Equivalency) employee levels from February 15, 2020 to April 26, 2020 AND were able to restore to the same FTE employee levels by no later than December 31, 2020? This would include the FTE employee levels in the pay period that included February 15, 2020.

Yes O No O

a

0

0 ~

lext

This "Next" button at the bottom of every page will take you to the next section

Page 2a - Payroll (EZ path)

Please have the listed information on hand for each field, separated as instructed, related to the covered period.

The forgiveness total at the bottom will update as you enter these fields, and checks whether the payroll total is at least 60% of your PPP loan amount as required.

If your payroll total exceeds your PPP loan amount, you're at 100% forgiveness, and you can choose to skip the steps for business expenses.

Please note that you must provide supporting documents to complete the payroll step.

Payroll	Business Locatio	ons Utilities
PPP Covered Period		Payroll Schedule
May 22nd, 2020 -	Jul 16, 2020	Twice a mont
Total Paid Compensation		
This is the total for gross sala	ries and wages	
Total Paid for Employee Heal	th Insurance Total Pa	aid for Employee Retirement Plans
Employer State & Local Taxes	S	
Please ensure this is a separa included in Total Paid Comp e		
a. If you listed Healthcare Exp		into the dotted rectangle below: Payments during the Covered Period Payments during the Covered Period



Page 2a - Payroll (Non-EZ path)

How would you	like to upload your Payroll expenses?		
Payroll Report From Provider	No Payroll Report, Use CPA documents		
Select Payroll Provider			
- Select -	~	How would you like	to upload your Payroll expenses?
		Payroll Report From Provider	No Payroll Report, Use CPA documents
	hedule A to include figures for Line 1, 2, 3, 4, 5, and 11. Please e Forgiveness properly and have specific formulas already calculated Total for Employees Receiving Over \$100,000 Annual Salary (Line 4)	Files Upload documents from your CPA Drag a	Remove
Average Full-Time Equivalency			
Total for Employees Receiving Under and Equal to \$100,000 Annual Salary (Line 2)	Total for Employees Receiving Over \$100,000 Annual Salary (Line 5)		
	Averane FTE During Chosen Reference		



Use a payroll report prepared by your third party payroll provider to help you assemble the information you need to appropriately apply for forgiveness. If you are using a report provided by your CPA or controller, make sure it shows the appropriate lines for Schedule A. If you don't have a PPP report, you can select "Other" and then upload additional CPA Documents on the other tab.

Page 2a - Payroll (Schedule C Exception)

Jpload a Schedule C		
Choose file No file chosen		
Since you may not have employees, please upload a		
Schedule C Form 1040 from your 2019 taxes.		
Net Income from Schedule C	Calculated Amount Applied	
The total net profit equals the total expenses subtracted	1	
The total net profit equals the total expenses subtracted from your business gross profit + other incomes. Expenses include other employee and contractor	3	

If you file a Schedule C, regardless of whether or not you have employees, you will see this screen. This will allow you to upload your 2019 Schedule C and input your 2019 Net Income from the Schedule C. Our application will then cap for you the amount that is eligible for forgiveness. You might have an 1120-S or K-1 if you are an S-Corp or Partner.



Please note that if you are self-employed, you cannot claim your healthcare/retirement expenses in the separate fields that follow this box, as that is expected to be included in your Schedule C amount. That is only available for instances when Schedule C filers still have other employees. If you have questions on this, reach out to Borrower Support.

Page 2b - Business Locations

Enter the number of business properties on which you are paying a mortgage as well as the number of leased or rented properties

Enter rent payments or mortgage interest payments within the covered period. Be sure to include a supporting document for each transaction and click "Add" to save the transaction. You will see it populate on the page to know it is saved.

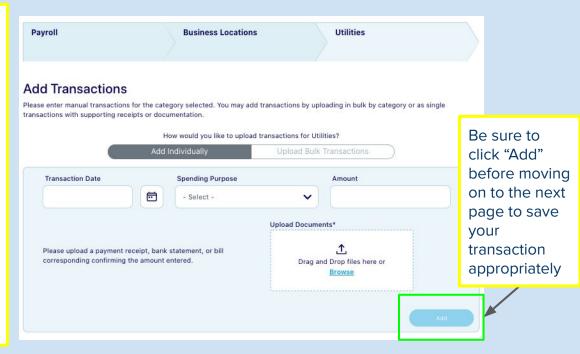
Add Information about your E	usiness Locations		
How many mortgages does	your business have?	How many leases or rental agreements does y have?	your business
Number of Mortgages	~	Number of Leases/Rents	~
dd Transactions ease enter manual transaction insactions with supporting rec	eipts or documentation.	dd transactions by uploading in bulk by category or nsactions for Business Locations? Upload Bulk Transactions	r as single
Transaction Date		Amount	Be sure to
Mortgage 🔘 Lease/Re	nt O	Interest Paid*	click "Add" before movir on to the nex



Page 2c - Utilities

Now, do the same with your utility expenses, indicating the type of utility service for each expense. List each expense separately with one bill or receipt for each. We'll do the adding up for you.

You can optionally "upload bulk transactions" by category; i.e. compile all of your water bills in the covered period into one total. If you choose to do this, be sure to include all of the appropriate documentation relevant to the entire covered period.

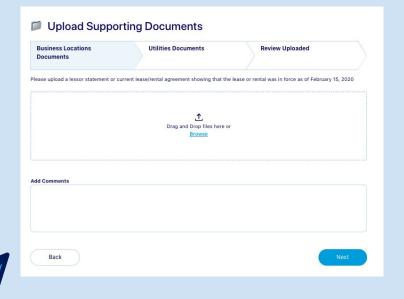




Page 3 - Supporting Documents

The SBA requires that you show that all mortgages, leases, rental agreements and utility expenses claimed were in effect BEFORE Feb. 15, 2020.

Upload documents for each category. For example, if you claim rental expenses, upload your February rental statement.



Upload Supporting Documents

<u>1</u>	
	or.
Drag and Drop files here o Browse	pr
	Browse

Review Uploaded Documents

Business Locations Documents	Utilities D	ocuments	Review Uploaded	
Documents	Туре	Comments	Edit	Remove
No Documents Uploaded				
Back				Next

Page 4 - View Expenses Summary

View Transactions Selected

\$42,000.00	\$42,000.00	
Category	Selected Tot	tal Covered Tota
Payroll	\$48,00	\$42,000
Business Locations	s	50 \$1
Utilities	s	\$0 \$0
Back		Next

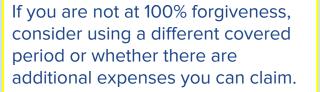
This page should summarize the information you entered previously. If anything is missing, it will let you know here and the "Next" button will be greyed out.



Page 5 - Estimated Forgiveness Amount

💸 Your Forgiveness Eligibility

Documents will be sent for submission to your lender



After reviewing your information, please check the certification below and proceed to reviewing your application, which will generate an electronic version of the Form 3508 or 3508 EZ with the information you have entered so far.



Category	Covered	Not Covered
Payroll	\$42,000	\$6,000
Business Locations	\$0	\$0
Utilities	\$0	\$0

PPP Loan Amount: \$42,000

Final Forgiveness Estimated Amount: \$42,000

100%

I certify that the information provided in this forgiveness application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain forgiveness on a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.



Page 6 - Review Forgiveness Application

Paycheck Protection Program	
oan Forgiveness Application	
Back	Submit Application

Once you have reviewed your Forgiveness application, press "Submit Application"

All your information will now be sent to your lender for review. If you need to make any changes, you can do so and pull your application back to Draft. Make sure you resubmit your application if you do so.



Page 7 - Submit Application

You will receive a notification to the email you used to log in once your lender has begun reviewing your application.

Your lender will contact you if they need additional documents or need you to rework the application.

If the lender approves your application, you will receive an email notification that the application is ready to be e-signed and then sent to the SBA for a final forgiveness decision.



Your preliminary application was submitted to your lender.

Your lender will review your submission and contact you to either sign the application or correct any errors they find.



"My Application"

Forgiveness Simplified

Connected Accounts
My Application
Messages

Let's Look up your Loan

Tax ID: TIN_citi_	_000004_0522_42000	Loan Disbursement	the changes you
CITI Citi	\$42,000	05/22/2020	
Add Bank or Crec Please add all your S	conting Accounts yet, please use a buttor (Load Test Accounts) Spending Accounts used for Payroll, penses to qualify for Forgiveness. Contir	Forgiveness Simplified Connected Accounts My Application Messages	TIN TIN_citi_000004_0522 PPP Loan Amount \$42,000
			Expenses Summary
			Category
			Deverall

Monitor the status of your application anytime, by navigating to "My Application" from the dashboard.

If your status ever says "**Submission Pending**" this means that you have unsaved changes that need to be submitted to your borrower. Please navigate to steps 5, 6, & 7 of your application and be sure to fully submit the changes you've made to your lender.

SBA PPP Loan Number

SBA_citi_000004

Loan Disbursement Date

May 22nd, 2020

Expenses

\$48,000

0 3

X Tran

don

Lender PPP Loan Numbe

LNDR_citi_00000

Status

Approved

Editing Your Application



Receiving a Status Update

Whenever there's an update on your application, you should see an email like this one.

Click the link and sign back in.

Application Status Update Inbox ×

ForgiveSMB <support@forgivesmb.com> <u>Unsubscribe</u> to me •

Hi

you have a new update from your Lender regarding your Forgiveness Application. Login to view details. Have questions? We're here to help.

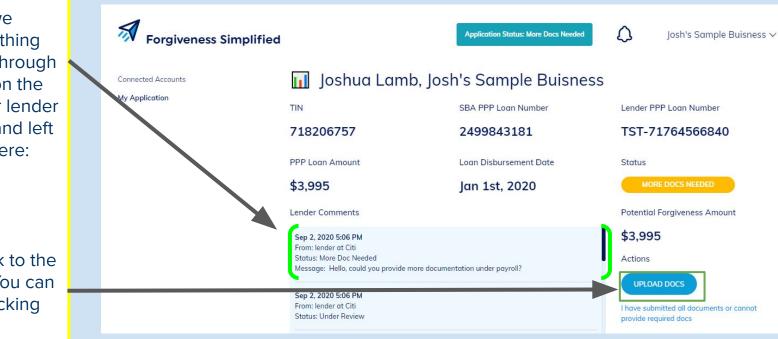
Click here to view details: https://citi.forgivesmb.com/sign-in

All the best, Team @ ForgiveSMB

"More Docs Needed" Status

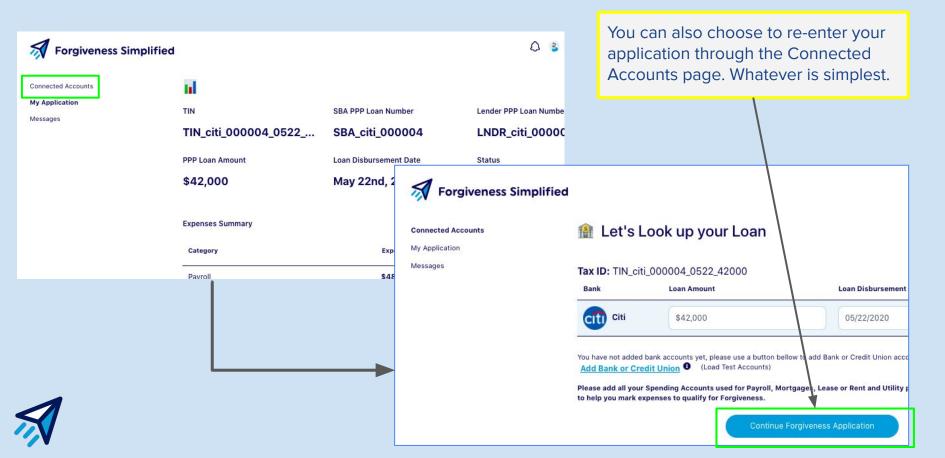
It looks like we missed something when going through the application the first time. Our lender has flagged and left a comment here:

Let's get back to the application. You can do that by clicking here:





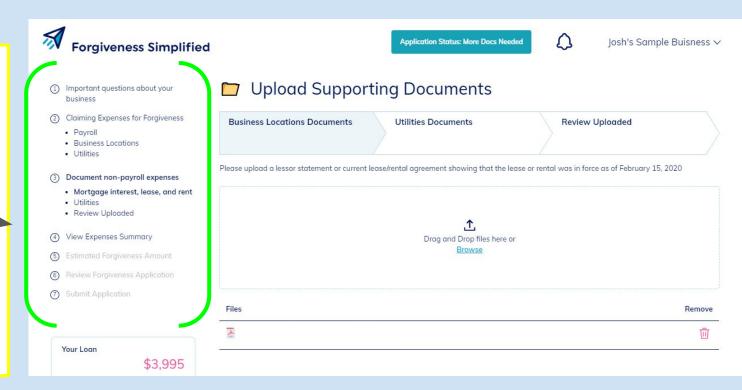
Re-entering your Application



Uploading More Supporting Documents

After clicking the "Upload Docs" button, we are now back in our application. We can run through the left hand panel and add what our lender has requested.

Make sure you go all the way through to the end of the application once you make changes (steps 5, 6, & 7) so you can review and submit once more.





Signing Your Application





Application Status: Approved

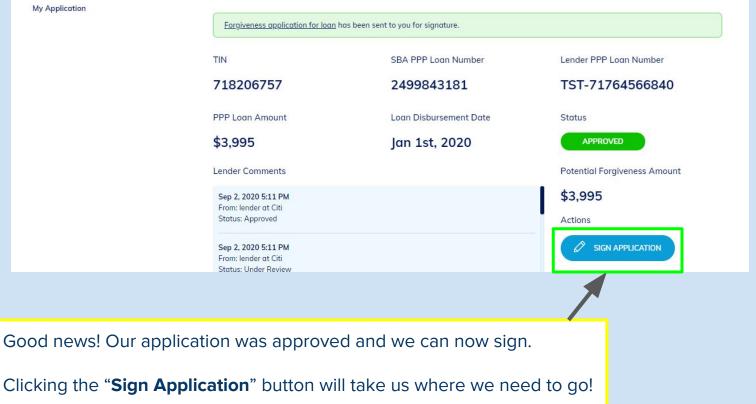
Δ



Connected Accounts

My Application

Joshua Lamb, Josh's Sample Buisness 11



Review and Sign

Finally, we can review our entire application before signing. By scrolling, we can see every aspect of our application and verify the information.

Once you are sure everything is correct, you can digitally draw your full signature and initials within the box here by clicking and dragging your mouse.

Once that's done, you can click the "Next" button.

Review and Sign the Application

Paycheck Protection Program

PPP Loan Forgiveness Application Form 3508EZ

OMB Control No. 3245-0407 Expiration Date: 10/31/2020

PPP Loan Forgiveness Calculation Form

Business Legal Name ("Borrower")	DBA or Tradename, if appl	DBA or Tradename, if applicable	
Josh's Sample Buisness			
Business Address	Business TIN (EIN, SSN)	Business Phone	
8715 Georgia Ave	718206757	7175133103	
Apt 1420C	Primary Contact	E-mail Address	
	Joshua Lamb	joshua@alpharank.io	

SBA PPP Loan Number: 2499843181 PPP Loan Amount: 3, 995

Employees at Time of Loan Application: 1

EIDL Advance Amount: 30

Lender PPP Loan Number: TST-71764566840

PPP Loan Disbursement Date: 2020-01-01

Employees at Time of Forgiveness Application: 1

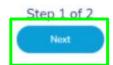
EIDL Application Number: 1,234,567

Payroll Schedule: The frequency with which payroll is paid to employees is:

Weekly 🔀 Biweekly (every other week) 🗍 Twice a month 🦳 Monthly 🦳 Other

Signature

Initials



Review and Sign

Review and Sign the Application

The last page will ask you to verify your signature placement on the Form 3508/3508EZ that is populated, and then click "I Accept" if you agree to the E-Sign Act Statement.

You **must complete this step** to ensure that your application can be sent to the SBA for their review. You will then see that your application status now says "Pending."

SBA PPP Loan Number: 2499843181	Lender PPP Loan Number: TST-71764566840
PPP Loan Amount: 62,844	PPP Loan Disbursement Date: 2020-07-11
Employees at Time of Loan Application: 2	Employees at Time of Forgiveness Application: 2
EIDL Advance Amount:	EIDL Application Number:
Payroll Schedule: The frequency with which pa	ayroll is paid to employees is:
🛛 Weekly 🗟 Biweekly (every other week) 🗌	Twice a month 🗋 Monthly 🗋 Other
Covered Period: 2020-07-11 to 2020-12-25	
Alternative Payroll Covered Period, if appli	cable:
If Borrower (together with affiliates, if app million, check here:	licable) received PPP loans in excess of \$2
Forgiveness Amount Calculation:	
Payroll and Nonpayroll Costs	
	cally. You agree that your electronic signature is the legal equivalent of your to be legally bound by this Application's terms, and conditions, and that you



By clicking the 'I A manual signature

consent to receiving

Have any questions?

Reach out to the Borrower Support team at support@forgivesmb.com

We are available via live chat Monday - Friday from 9 AM - 8 PM Eastern Time. If you have a question outside of those hours, feel free to email or leave your question with your email in the support chat!

Let's help you get 100% Forgiveness!

