

# SBA Paycheck Protection Program (PPP) – Applying for Forgiveness

Includes the Streamlined Forgiveness Application for Loans \$150,000 and under

Here's a resource to help you apply for forgiveness using our online application (referred to as nCino). If you have questions, contact your banker, lender, or the <u>SBA Help Desk</u>.

### Step 1: Online Application – Applying for Forgiveness

1.	Log in to the onlin	ne application.		(Log II)
			Welcome back! Log in to continue.	
			Drad	
			Forget password?	
			New Customer? Sign Up	
2.	After you log in, y dashboard.	ou'll go to <b>your</b>		
3.	Go to <b>Your Produ</b> original PPP loan.	<b>cts</b> to view your	Priso Poly   Tim's Contons	_
		Welcome Thanks for visiting. Upload	e to your dashboard documents, check the status of your products, and keep in touch!	8
	Dashboard	✓ TO-DO LIST	YOUR PRODUCTS	
	Marketplace	Upload Documents	(43) > (a) SBA 7(a) - Paycheck Protect Relationship: Magnum PL LLC	ion P V
		Incomplete Applications	(3) > USD 140,600,00 1	Completed
		Additional Documents Upload additional documentation here, including supplemental files for to-do list items.	Loan Amount Inte	ast Rate

4. To apply for forgiveness, click **Marketplace**.

**Note:** Use the informational tiles (on the right-hand side) for additional, helpful guidance.



DRAG & DROP



5. Click **Apply** to apply for Paycheck Protection Program Forgiveness.



- Confirm the business for which you are applying for forgiveness.
- 7. Click Apply With This Business.



Confirm your personal details on the Tell us about yourself section.

Note: If any information has been updated from the time the original PPP loan was created, you will need to update that information in this section.

9. Click Next.

<ul> <li>YOUR BUSINESS</li> </ul>	Tell us about vourself	What is forgivable?
PORSONAL INFO	We need to know a bit about the person representing the business.	
COVERED PERIOD & INVITOLL	Are Oner (D)	The CARES Act late two categories of expensions that are forgivable. These includes "Eligible payroll costs" and "Eligible nonpaproll costs". This means that your PPP loan is forgivable to the elicitry to spend the proceeded of your loan on these two categories, provided your maintain the headcount and salates of employees at the same pro-Cardio 19 loved. How any ILB Sognitive. Another important regulatorent is
APPLICATION TYPE	United of President 100,000 % Official Title	that you astaally pay for these expenses during the "covered period" or "alternative overand period" (if you quality). Bear on the Phycheck Protection Program Fieldeby Act of 2020 signed into Iava or 66/20, all Iast 60% of the PPP Lean must be spent on "Eligible payvel costs" and up to 40% can be spent on "Eligible networked costs".
PAVROLL COSTS	Maraging Montor Size	Elipible Payrol Costs
HEADCOUNT & SALARY	Mada Pone TR096505	Compensation to employees     Employer contributions for employee health insurace     Employer contributions to employee retirement plans     Employer state and local taxes assessed on employee compensation
NONPAYROLL COSTS	Hone Steed 2100 Main St	Eligible nonpayroll Costs  Interest on Covered Montpages
LOAN DETAILS	Home Oly Debas	Expenses for Hart or Lesse Payments     Utility Expenses
ESTIMATED FORGIVENESS CALOULATION	Here Bate	
PPP SCHEDULE A	Here 2P Cole 7201	
CERTIFICATIONS	is langu subartis and the function of advances of the second seco	
6 CONSENT	Base and come back later	
OPTIONAL DEMOGRAPHIC INFORMATION		



- 10. Enter your **Covered Period** and **verify or enter your NAICS Code**. (Use the tiles on the right for guidance on how to complete the required information.)
- 11. Click Next.

Let's look at your covered Ferrod and commit your	r NAICS code
Payroll & Benefit Costs are based on the covered period. The Covered Period begins on the date ate selected by you, the Borrower, that is at least 8 weeks following the date of loan disbursement a loan disbursement.	the loan was originally disbursed. It ends or and not more than 24 weeks after the date o
Covered Period Begin Date	
Covered Period Begin Date based on the PPP loan disbursement date 1/13/2021	
overed Period End Date	
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following more than 24 weeks after the date of loan disbursement. 5/28/2021	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following more than 24 weeks after the date of loan disbursement. 5/28/2021	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following more than 24 weeks after the date of loan disbursement. 5/28/2021 MDYYYY AICS Code le latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of the latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of the latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of the latest Forgiveness Application forms require the NAICS code.	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following more than 24 weeks after the date of loan disbursement. 5/28/2021 MDYYYY AICS Code he latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of NAICS Lookup	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following most than 24 weeks after the date of loan disbursement. 5/28/2021 MD/YYYY AICS Code te latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of NAICS Lookup 624120 - Services for the Elderly and Persons with Disabilities	the date of loan disbursement and not
Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following more than 24 weeks after the date of loan disbursement. 5/28/2021 MD/YYY AICS Code re latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code of NAICS Lookup 624120 - Services for the Elderly and Persons with Disabilities Next	the date of loan disbursement and not

Note: If your PPP loan is under \$150,000, you will be directed to the **3508S** >> **Streamlined Forgiveness** Application. You will be able to select this application to complete, which is streamlined and simpler—and only available for loans under \$150,000. If you do not want to use the streamlined version, you will go through the standard 3508 application.

	12.	Click	Next.
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- 13. Enter the headcount and forgiveness amount.
- 14. Click Next.

Let's gather the data	that will be used to create the SBA's PPP 3508S Forgiveness Application
PPP Loan Amount and Funding	Date
Paycheck Protection Loan Amount	
USD 50,000.00	
Paycheck Protection Loan Funding Date	
1/13/2021	
Covered Period End Date	
5/28/2021	
Headcount Details	
Do we have your number of employees at Yes	the time of the loan application on file?
Employees at time of loan application	
5	
Employees at Time of Forgiveness Application	
5	
orgiveness Amount	
Requested Loan Forgiveness Amount:	
USD 50,000.00	
Amount of Loan Spent on Payroll Costs:	
USD 43.000.00	
	Next



- 15. Complete the Certifications.
- 16. Click Next.



17. Complete the optional E-Consent section, if desired.
 18. Click Next.

![](_page_3_Picture_5.jpeg)

- 19. Complete the optional Demographic Information section, if desired, or leave blank.
- 20. Click Next.
- 21. You will navigate to the **Review** and Submit page to ensure there are no issues with the data that has been added to the application for PPP Forgiveness.

![](_page_3_Picture_9.jpeg)

ver Demographic Information Form (Optional)

Restanted Aldress 218 Main Binest, Uni Diatham, NJ 27636

Paperson 1

![](_page_4_Picture_0.jpeg)

22. Click **Submit Application**. **Note:** Your Review & Submit page may look different from the sample we've provided.

![](_page_4_Picture_2.jpeg)

For all other loans/applications (3508 or

**3508EZ**), you will determine if you are eligible to complete the 3508EZ by answering the questions below.

- If you answer **Yes** to one of the questions, you can select to continue with the EZ application.
- If you answer **No**, you will be directed to the 3508 application.
- 23. Click Next.
- 24. Enter your business' payroll costs.(As always, the tile on the right provides guidance on how to answer the payroll questions.)
- 25. Click Next.

![](_page_4_Picture_10.jpeg)

![](_page_4_Picture_11.jpeg)

![](_page_5_Picture_0.jpeg)

26. Enter your **business'** headcount.

(As always, the tile on the right provides guidance on how to answer the headcount questions.)

27. Click Next.

YOUR BUSINESS	Headcourt Dataile	Headcount Details
PERSONAL INFO	The SBA Form SIGNEZ (Psychol Purpote) Program PPP Los Perspectives August and the State St	While you have elected to use the SBA Form 3504EZ, the form still requires that we
COVERED PERIOD & PRIPOLL	Headcount Details	capture both the "Employees at inte of Loan Application" and "Employees at inte of Forgiveness Application". These numbers are not factored into the longiveness calculation and do not require supporting documentation.
APPLICATION TYPE	Die we hane your wurden of employees at the files of the taxes application on the? Yes	If we have your "Employees at Time of Loan Application" on the based on your original PPP loan application, that number will appear as a read only field. If that method is not only the sum all based that ability to active it as you are abletion work.
NYMOLL COSTS	Employee at time of loan application 9	forgiveness application. The "Employees at Time of Forgiveness Application" are based on the number of employee you have a the time you are submitting this PDP torgiveness Application.
HEADCOUNT DETAILS	Employees at Time of Fungiveness Application .	
	Ned	
NONFRIMUL COSTS	Save and come back later	

- If the amount of the payroll costs
   <u>DO NOT EQUAL the PPP loan</u>, you will automatically be routed to the Nonpayroll costs section.
- 29. Enter your nonpayroll costs and click **Next**.

	Let's gather information about your nonpayroll costs	
Eligible	nonpayroll costs	
Business	s mortgage interest payments	
USD	9,000.00	•
Busines	s rent or lease payments	
USD	9,000.00	) *
Busines	s utility payments	
USD	9,000.00	•
Covered	Operations Expenditures	
USD	9,000.00	•
Covered	Property Damage Costs	
USD	9,000.00	
Covered	Supplier Costs	
USD	900.00	•
Covered	Worker Protection Expenditures	
USD	9,000.00	) •
	Next	
	Save and come back later	

- 30. If the amount of the payroll costs <u>EXCEEDS the PPP loan</u>, you will automatically be routed to the Forgiveness Check section.
- 31. You have the option to enter your nonpayroll costs.
- 32. Click Next.

	Forgiveness Check	Forgiveness Check
POINTING INFO	Here is a quick check of where you stand with your estimated forgiveness amount after entering your payroll cost information. Please note that this is subject to review by your financial institution.	Based on the latest guidance from the Treasury and SBA, both form 3508 and
CONTRACT MENICO & MUNICIL	Payroll Costs	some coordinate the function of the forgiveness amount. These include the following nonp coefficiency of the forgiveness amount. These include the following nonp coefficiency of the following nonpolicity of the followin
APPLICATION TYPE	Paran Coate Ann PP Shedola A, Ine 10. 0020 177:000.00	<ol> <li>Business mortgage interest payments paid or incurred during the Cov Period for any business mortgage obligation on net or personal property incurred before February 16, 2020 (not including prepayments).</li> </ol>
NVINGLL COSTS	Audred Trul Model Trul URD Stacoo D	2 · Business rent or lease payments paid or insured for real or personal property during the Covered Pariod, pursuant to lease agreements in foro before February 15, X00.
MEADCOUNT DETWICE	PTP Law Amure UID 143,000 Payot Octo TON Hepseneed	3 - Business utility payments paid or incurred during the Covered Period. business utilities for which service began before February 15, 2020.
FORGIVENESS CHECK	1462 295,000 00	This Forgiveness Check allows you to see your estimated forgiveness amount p entering you nonpayroll costs. This may reduce the amount of supporting documentation required. You still have the option to submit you nonpayroll costs
MONAWARKIL CONTS	Porgiveness Amount Forgiveness Amount Forgiveness Amount is analysis of the modeles tark, the PPP san amount, or Payrid Cost EDS Negurement) UDD Haddess UDD Haddess UDD Haddess UDD Haddess	you'd like. Note: This represents an estimated long/veness amount. Your financia institution will use the information that you are resolving on your applic
LOANDEORLS	Is the estimated togeneous amount greater than or equal to your PPM tool amount? Yes	along with supporting documentation to determine the final forgiveness amount
ESTIMATED FOROVENESS CALCULATION	Nonparyoll Costs Easter on your payoll information, you are eligible for 10%, forgineeses (subject to review by your financial institution). Would you like to proceed to input additional non-payoal information:	
centracimovis	Novel you like is entire your morphysili nislated uses."	
	The second se	
and contraction	Kilve and core both low	

![](_page_6_Picture_0.jpeg)

- Provide the answer to the question on the Additional Forgiveness section – for PPP loans over \$2 million.
- 34. Click Next.

hands Photos from Lanes America				
0 158,227.00				
a that the funds of your PPP loan y	were disbursed			
1/2020				
ered Period End Date				
v2020 ' Loan Forgiveness app of \$2 million.	lication form requires	that you, the borrower together	with affiliates, confirm if you reco	eived PPP loans in
> Loan Forgiveness app of \$2 million.	lication form requires	that you, the borrower together	with affiliates, confirm if you rece	eived PPP loans in
2/2220 P Loan Forgiveness app of \$2 million. he Borrower (logether with affiliate	lication form requires es, if applicable) receive PPP Io Yes	that you, the borrower together	with affiliates, confirm if you rece No	eived PPP loans in
Di2020 P Loan Forgiveness app of \$2 million. he Borrower (together with affiliate	lication form requires es, if applicable) receive PPP to Yes	that you, the borrower together ans in excess of \$2 million? Next	with affiliates, confirm if you reco	eived PPP loans in
V2020	Ilcation form requires es, if applicable) receive PPP to Yes	that you, the borrower together ans in eccess of \$2 million? Next Seve and come back later	with affiliates, confirm if you reco	eived PPP loans in

35. Review the Estimated Forgiveness Calculation, which is an estimate of the amount to be forgiven.

36. Click Next.

![](_page_6_Picture_6.jpeg)

- 37. Review the **Certifications** section to ensure the application has true and accurate information.
- 38. Certify by clicking the appropriate check boxes.
- 39. Click Next.

Borr	over's eligibility for ison togeneous will be evaluated in accordance with the PPP regulations and guidance assed by SBA through the date of this application. SBA may direct a lander to disapprove the Bonrover' forgiveneous application if SBA determines that the Bonrover was ineligible for the PPP ear.
0	Understand, advankelige, and agree that SBA may request additional internation for the purposes of evaluating the Bornwar's eligibility for the PPP loan and for loan torgiveness, and that the Bornwar's lable to provide internation requested by SBA may result in a determination that the Bornwar was heigible for the PPP loan or a detail of the Bornwar's bank torgiveness application.
2	(solenak), alknowledge, well ager haf the Borneer must relate all such documentation in the files har system after the dots the basis full agent or regard in ML and gerent advanced agreementation of SIAA studied agreementations of SOM of Integrate Contents & success and the grane mass. The Borneer must product associations adapted in the AMM series if Federal, Back, Kont or does well and or grane productions and the SOAA series or used in the SOAA series or success and product associations adapted in the AMM series if Federal, Back, Kont or does well and or grane productions and series and the SOAA series or success and and series of the SOAA series or SOAAA series if Federal, Back, Kont or does well and or grane productions and a SOAAA series or success and series of the SOAAAA series of the SOAAAAAAA series of the SOAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
•	The data amount to which higherenes is requested patch does not exceed the principal amount of the VPP lawy 1 - was used to pay business costs that are digite for forgineers payrell costs is not- interprojects. business motiogan internet generation, business and or assess well by payrents control and and to remain the second or and th
0	Indentand that If the funds were knowingly used for unsufficided purposes, the fieldeal government may pursue recovery of loan amounts and/or chill or criminal final charges.
•	The Biometer did not relates states or houry sugery of any employee by more than 25 percent for any employee during the Covered Pendul compared to the most event spaces before the Covered Pendul Per phones of this controllation, the term frequency' includes only these employees before did not more than a term to the PENDUL and PENDUL.
0	The Borrower has accurately vertiled the payments for the eligible payval and nonpaynil cools for which the Borrower is negresting trajlveness.
0	Investigation to the Lender the regard documentation verying payroll costs, the existence of obligations and service (as agelicable) pror to Fetnary 15, 2020, and eighte barriers around payrotents, barriers into a service of the agelicable of the service of the service of the agelicable of the service of the agelicable of the service of the se
0	I his application is being submitted for a Second Draw PPP Loan, the Borrower used all Prist Draw PPP Loan amounts on eligible expenses prior to distursement of the Second Draw PPP Loan.
)	The information ground is this application and the information provided in all supporting documents and forms is true and corrent in all institutionages. In: understand that investing values is taken advances of an efficiency of the application and the information provided in all supporting documents and toms is true and corrent in all institutionages. In: understand that investing a latera advances is a distribution of the application and the institution application and the institution application and the application application and the application and the application application and the application application and the application application application and the application applicatio
0	The to document have takened the Locker of applicable are considered with flows the Borwer has takened as with John to the RB policy table to an understand, accounting, and again that the Locker can be the taken information with SBA publicated representatives, instaling advanced representatives of the SBA Oblice of Impector German's for the pupper of employing complexes and PM prevaments and all SBA haves.

![](_page_7_Picture_0.jpeg)

- 40. Review and answer the additional certifications for 3508EZ to ensure that you are still able to use the EZ form. (You will be notified of your continued eligibility.)
- 41. Click Next.

	Additional	Form 3508EZ Certific	ations	
	In addition, the Authorized Representative of the Bon	rower must certify by selecting "	'es" to at least ONE of the following two items:	
Item 1 The Borrower did no reductions that aros positions on or befo Do you certify that y	t reduce the number of employees or the average paid hou is from an inability to rehire individuals who were employee re December 31, 2020, and reductions in an employee's hor our meet the criteria for Option 1 above?	irs of employees between Januar is on February 15, 2020, if the Bo uns that a borrower offered to res	y 1, 2020 and the end of the Covered Period (other rrower was unable to hire similarly qualified emplo tore and were refused).	than any yees for
	Yes		No	
Do you certify that y	ou meet the criteria for Option 2 above?			
	Yes		No	
		Next		1
		Paul and arms hout later		1
		CANNO BITA CONTRECIDENT INFO		

- 42. Complete the optional E-Consent, if you would like to apply electronically (leave blank if you do not).
- 43. Click Next.

	Your Loan Forgiveness Application
	B
	Electronic Signature
The S	iBA does allow all PPP lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, lenders may also accept any form of E-consent or E-signature that complies with the requirements of the Electronic Signatures in Global and National Commerce Act (PL 106-229).
3-Co	insent is optional
By t	sping my name below, I recognized that this may be treated as an electronic signature and certify to submitting accurate information.
Byt	pping my initials below, I recognized that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan Forgiveness Application.
	New
	1921
	Save and come back later

- 44. Review and complete the optional Demographic Information page, if desired (or leave blank).
- 45. Click Next.

![](_page_7_Picture_9.jpeg)

![](_page_8_Picture_0.jpeg)

46. On the **Review and Submit** page, be sure to confirm there are no issues with the data that has been added to the application for PPP Forgiveness.

#### 47. Click Submit Application.

**Note:** your Review & Submit route may look different from the one shown here.

APPLICATION				
		0		
100000000				
PERSONALINFO	Lef's double check what you've entered. Once you submit this, we	Does everything look right? If process your application and get back to you in 2-3 business days with the deta	is on your lorgiveness amount.	
	Runiness Info			
CAPTURING COSTS	Relationship Name	Annual Revenue		
	Jacobs Industries	USD 2,400,000.00		
HEADCOUNT & SALARY	33 Market St Wilmington, NC 28411	30 Market St Wilmington, NC 28411		
PRIROLL VERIFICATION	Personal Info			
	Role	Ownership Percent	CON	
3RD PWRTY PWYROLL	Owner	100.00 %		
	CEO			
LOAN DETAILS	Mobile Phone	Mailing Address Same As Home Address?		
	Productor Residential Address			
CERTIFICATIONS	555 Market St Wilmington, NC 28411			
REVIEW & SUBNIT	Capturing Costs		64	
	Payrol Costs	State & Local Taxes on Compensation		
NEXT STEPS	USD 100,000.00	USD 30,000.00 Sick Lanue Costs		
included a	USD 5,000.00	USD 3,000.00		
	Interest on Covered Mortgages	Expenses for Part		
	Utility Expenses	Transportation Related Costs		
	USD 5,000.00	USD 8,000.00		
	Headcount & Salary		Edt	
	Yes	Yes		
	Fully Restore Headcourt?	Employees Prior to Cavid-19		
	Tes Employees After Cavid 19	Any Salary Reductions?		
	89	Yes		
	Full Restoration of Salary? Yes	Any Salary Reductions over 25%? Yes		
	Total Amt. of salary reductions over 25%	Leverage a 3rd Party Payroll Provider		
	USD 3,000.00	Yes		
	3rd Party Payrol		Eat	
	3rd Party Payroll Provider sandbox	3rd Party Annual Average Monthly Payroll USD 25:047.02		
	3rd Party Seasonal Avg. Monthly Payroll	3rd Party 2020 Average Monthly Payrol		
	USD 41,005.50	USD 28,047.02		
	USD 41,005.50	3 and many employee Count		
	Payrol Provider Last Reported Date 4/4/2020			
	Los Daria			
	Loan Datars Paycheck Protection Loan Amount	Paycheck Protection Loan Funding Date	Eat	
	USD 208,300.00	4/10/2020		
	EIDL Advance Amount USD 0.00			
	Certifications		Est	
	(	Submit Applicator		
		Save and come back later		

#### You have now submitted your application.

Click the **Go to Dashboard** button to view the progress of your submitted application.

![](_page_9_Picture_0.jpeg)

## Step 2: Reviewing Your Dashboard

Once you have submitted the application, you will see a **To Do List** as well as **Incomplete Applications**, if any.

🗸 то-	-DO LIST	YOUR	PRODUCTS
	Upload Documents	> å	SBA 7(a) - Paycheck Protection P > Relationship: Magnum PI, Inc
	Incomplete Applications	>	
	A different Desenante		Your Product is just a tile to show you w
ļ	Additional Documents Upload additional documentation here, including supplemental files for to-do list items.		you applied for and your loan amoun
	DRAG & DROP or browse		

documents you <u>may</u> need to upload.

Your list of documents may look different from the list here.

Upload Documents	8 ~
Organizational Document	
Magnum PI, Inc	<u>*</u>
	DRAG & DROP
	or browse
Copy of Voided Check	
SBA 7(a) - Paycheck Protection Program (\$50000.00)	100
	DRAG & DROP
	or browse
"orm 940	
SBA 7(a) - Paunhark Protection Program (\$50000.00)	1
contral regeneric reconstruction (concerne)	DRAG & DROP
	or browse
form 941 Q1	
SBA 7(a) - Paunhark Protection Program (\$50000.00)	1
	DBAG & DBOP
	or browse
Form 941 Q2	
SBA 7(a) - Paycheck Protection Program (\$50000.00)	10.
	DBAG & DBOP
	or brown

You can either **Browse** or **Drag & Drop** into the placeholder.

Organizational Document	
Magnum PI, Inc	
	DRAG & DROP
	or browse

![](_page_10_Picture_0.jpeg)

As you upload documents the number will decrease, and the placeholder will change—you will also see a checkmark and that the document is uploaded.

There is no need to Save as once documents are dropped into the placeholder they are automatically transmitted to the bank on your behalf.

![](_page_10_Picture_3.jpeg)

To verify if the document is uploaded, toggle the **Show Previously Completed** button. This will list the documents already uploaded.

	Show Previously Completed
Drivers License Uploaded: DL2.jpg	
collapse 个	

Once all of the documents are uploaded, you will be All Caught Up!

![](_page_10_Picture_7.jpeg)