

PPP Forgiveness Application Step by Step: 3508EZ

Updated March 14, 2021

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Which form should I use?

1. If your loan is **\$150,000 or less**, you should use **Form 3508S** and follow our PPP Forgiveness Step-by-Step for Form 3508S.
2. If your loan is **greater than \$150,000** and both **(a) or (b)** below are true, you should use **Form 3508EZ** and follow our PPP Forgiveness Step-by-Step for Form 3508EZ.
 - a. You did **not** reduce annual salary or hourly wages of any employee by more than 25% during your Covered Period, as compared to the most recent full quarter before your Covered Period.
 - e.g. if you received your funds July 12, 2020, then the most recent full quarter before your Covered Period was April 1 – June 30, 2020.
 - Ignore owner-employees.
 - Ignore any employee who received salary/wages at an annualized rate of pay of more than \$100,000 in any pay period in 2019.
 - AND**
 - b. Either of the following statements i. or ii. are true:
 - i. You did **not** reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of your Covered Period.
 - Ignore owner-employees.
 - Ignore reductions due to an inability to rehire individuals who were employees on February 15, 2020 if you were unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020 (or if your PPP loan was made in 2021, on or before the last day of your Covered Period).
 - Ignore reductions in an employee's hours that you offered to restore and the employee refused.
 - OR**
 - ii. You were **unable to operate during your 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 the last day of your Covered Period by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, the Occupational Safety and Health Administration, or by your State or local government, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.
3. If **neither #1 nor #2 apply** to you, you must use the full **Form 3508**. Reach out to your assigned Loan Officer for guidance if using this form. If you do not yet have an assigned Loan Officer, please email postclosing-ppp@self-helpfcu.org

Step one: Gather documentation

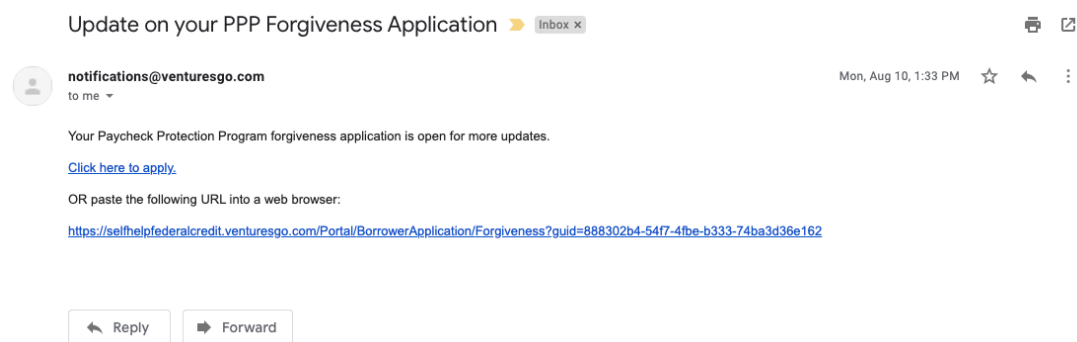
Please refer to our latest guidance on required documentation to find which documents to submit along with your Forgiveness application. You can find our latest guidance on our [PPP website](#). It is also included as Appendix A at the end of this guide.

Step two: Logging into the online portal

Receive your unique link

You will receive an email from **notifications@venturesgo.com** with a link to access your PPP Forgiveness Application. To protect your information, this link is unique to your PPP loan. **Please check your spam folder for this link if you do not receive it within about an hour of our notification that we are sending your link.**

To do: Click on the unique access link to go to your online forgiveness application.



IMPORTANT NOTE: You will need to use this link every time you log into your forgiveness portal, so make sure you save this email, or bookmark the online portal. You will be able to save your application without submitting it, and do not have to complete the entire application in one sitting. You can find the option to save (“Finish Later”) on the last tab of the online portal.

Log into online portal

In order to continue, please confirm details about your loan.

Loan # *

1

Enter 1 of the options below

Last 4 digits of SSN

Any owner on the loan

OR

Tax ID of Entity

Tax ID of the Primary Operating Company

2

Lookup Loan

To do: To access your forgiveness application, you will need to enter your SBA PPP loan number, and either the business Tax ID or the last 4 digits of the social security number (SSN) of one of the owners on file.

1. Your loan number is the “SBA PPP Loan Number” at the top of your **signed PPP loan note**.
2. Enter either your business **Tax ID** or the last 4 digits of the owner’s **SSN**. Your business Tax ID is either your Employer Identification Number (EIN) or, for sole proprietors or single-member limited liability companies, may be your SSN.

Note: If you have difficulty accessing your application in our online portal, please contact us at Postclosing-PPP@self-helpfcu.org. Once you have accessed your forgiveness application and have begun entering information, **a Forgiveness Loan Officer will be assigned to your loan and will reach out to you via email**. At that point, you should direct any questions to your Loan Officer instead of the post-closing mailbox; your Loan Officer will work with you to help you maximize forgiveness on your loan.

Form tab – 3508EZ selection

Self-Help
Creating & Growing Companies for All

Complete Your Paycheck Protection Program Forgiveness Application Using Form 3508

Form Eligibility

If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No

When you log in, this is the first page you will see. Click “no” if your loan is over \$150,000. You will then see the 3508EZ eligibility statements appear.

Form Eligibility

If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No

Can you answer YES to **EITHER** of the statements below?

If so, you are eligible for the simplified form 3508EZ

1. The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (For purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000;)

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.

- Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020 (or, for a PPP loan made after December 27, 2020, the last day of the Covered Period).
- Also ignore reductions in an employee's hours that the Borrower offered to restore and the employee refused. See 85 FR 33004, 33007 (June 1, 2020) for more details.

2. The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (For purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000;)

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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period) 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.

To do: If you can answer yes to either of these statements, select “Yes use 3508EZ”. After you have made your selection, click next.

Instructions tab

Form **Instructions** General Application: Calculation Form Demographics Generate Upload Documents Submit

Saved March 5, 2021 9:59 AM

Welcome to your forgiveness application! Please follow the instructions below to complete your PPP Forgiveness Application (SBA Form 3508EZ).

1. Confirm the details of your loan on the **General** tab.
2. Complete the **Application: Calculation Form**.
3. Enter optional data on the **Demographics** tab.
4. Generate and download a completed application from the **Generate** tab.
5. Sign the application and upload it along with any supporting documentation on the **Upload Documents** tab.
6. Indicate your application is complete on the **Submit** tab.

The Instructions tab outlines the process of completing your EZ form online. You will complete each tab shown above prior to submitting your forgiveness application.

Click next to go to the General tab.

Step three: General tab

Note: When you access your forgiveness application and begin entering information, a **Forgiveness Loan Officer will be assigned to your loan and will reach out to you via email.** You should direct any questions to your Loan Officer; they will work with you to help you maximize forgiveness on your loan.

Confirm auto-populated information

Form Instructions **General** Application: Calculation Form Demographics Generate Upload Documents Submit Saved March 5, 2021 9:59 AM

Business Name DBA if applicable

Loan Details

SBA PPP Loan Number Lender PPP Loan Number

PPP Loan Amount

Employees at Time of Application Employees at Time of Forgiveness

Other

Covered Period Start Date Covered Period End Date

Excess of \$2 Million

Loan Excess of \$2 Million?
Borrower, together with affiliates, if applicable

Information in the greyed-out boxes should appear automatically, including:

1. Your business name
2. Your SBA PPP Loan Number (this is located at the top of your **signed PPP loan note**); you do not need to confirm the Lender PPP Loan Number)
3. Your loan amount (this is located at the top of your **signed PPP loan note**)
4. Number of employees at time of PPP loan application
 - **Note:** This is from your original PPP loan application, based on your number of employees at that time, and does not impact your forgiveness request. For your forgiveness request, you will compare your chosen pre-COVID reference period full-time equivalent (FTE) employees to your Covered Period FTEs and provide that calculation on the Application: Calculation Form tab.

To do: Confirm the entries for your business name, your SBA PPP Loan Number and your loan amount are correct. If anything needs to be changed, reach out to your Loan Officer.

Enter general information

The screenshot shows a web form for entering general information for a PPP loan forgiveness application. The form is divided into sections: 'PPP Loan Amount' (with a text box containing '\$174,695.00'), 'Employees at Time of Application' (with a text box containing '33'), and 'Employees at Time of Forgiveness' (with an empty text box). Below these is an 'Other' section containing 'Covered Period Start Date' and 'Covered Period End Date' (both with date pickers). At the bottom is an 'Excess of \$2 Million' section with a checkbox for 'Loan Excess of \$2 Million?' and a note 'Borrower, together with affiliates, if applicable'. Navigation buttons '< Previous' and 'Next >' are at the bottom right. Blue callout boxes with numbers 1, 2, 3, and 4 point to the 'Employees at Time of Forgiveness' field, the 'Covered Period Start Date' field, the 'Covered Period End Date' field, and the 'Loan Excess of \$2 Million?' checkbox, respectively.

To do: Enter the following information:

- 1. Employees at Time of Forgiveness:** this is the total number of employees as of the date of your forgiveness request, and this answer should not be converted to full-time equivalents (FTEs). For example, if you have 10 full-time and 5 part-time employees, you will enter 15.
 - Note: This does not impact your forgiveness request. For your forgiveness request, you will compare your chosen pre-COVID reference period FTEs to your Covered Period FTEs. You will provide that calculation on the Application: Calculation Form tab.
- 2. Covered Period Start Date:** This is the date you received your PPP loan funds (the date the funds were wired to your bank account).
- 3. Covered Period End Date:** You may choose any Covered Period End Date between 8 and 24 weeks after your Covered Period Start Date.
 - For example, if your PPP loan proceeds were wired into your account on April 20, 2020, the first day of your Covered Period is April 20, 2020. You may select any date between June 14, 2020 (8 weeks) and October 4, 2020 (24 weeks) for your Covered Period End Date.
 - You must use your PPP loan for eligible purposes during your Covered Period, so your end date should occur after you have used your PPP funds.
 - If you are a business with no employees other than yourself (e.g., a sole proprietor, independent contractor or self-employed individual), and you are using your entire PPP loan for your own payroll costs, then it will take you two and a half months to use your PPP loan (you may not pay yourself a larger amount or at a faster rate than was used to calculate your loan amount).
 - Choosing a longer Covered Period may benefit you if (i) you have a loan over \$50,000, (ii) during your Covered Period you had to reduce any employee's salary/wages by more than 25% or you had to reduce your total full-time

equivalent (FTE) employees and (iii) no reduction exceptions apply. Any required forgiveness reductions are deducted from the total amount of documented Payroll Costs and Nonpayroll Costs for your full Covered Period.

- If you received your PPP loan funds in 2020, your Covered Period End Date cannot be later than December 31, 2020, even if December 31, 2020 is less than 24 weeks from your Covered Period Start Date.
4. **Excess of \$2 million:** Check this box if (i) you are requesting forgiveness for your first PPP loan, and you and your Affiliates collectively received first PPP loans totaling \$2 million or more, or (ii) you are requesting forgiveness for your 2nd Draw PPP loan, and you and your Affiliates collectively received 2nd Draw PPP loans totaling \$2 million or more.
- In general, SBA considers businesses to be Affiliates when one business has the power to control the other business, or when the same person has the power to control both businesses. To learn more about how SBA defines Affiliates, see SBA's Affiliation Guidance at [Affiliation Rules for Paycheck Protection Program \(sba.gov\)](https://www.sba.gov/affiliation-rules-for-paycheck-protection-program).

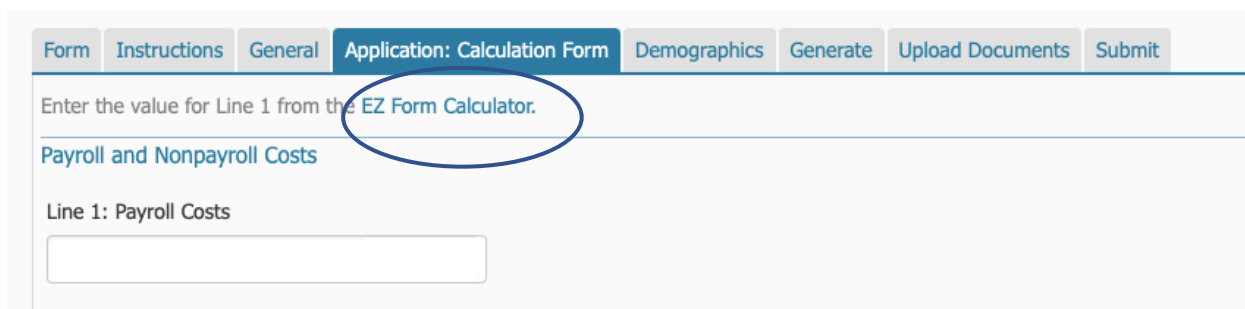
Click next to go to the next tab.

Step four: Application: Calculation Form tab

EZ Form Calculator

The online portal provides a calculator to walk you through payroll calculations. You can find it at the top of the Application: Calculation Form tab.

Download the EZ Form Calculator



The screenshot shows a navigation bar with tabs: Form, Instructions, General, Application: Calculation Form (selected), Demographics, Generate, Upload Documents, and Submit. Below the tabs, there is a text input field with the placeholder text "Enter the value for Line 1 from the EZ Form Calculator." The text "EZ Form Calculator" is circled in blue. Below this, there is a section titled "Payroll and Nonpayroll Costs" and a sub-section "Line 1: Payroll Costs" with an empty input box.

To do: Download and complete the EZ Form Calculator. If you or your third-party payroll provider has prepared a form that calculates your eligible cash and non-cash payroll costs following SBA requirements, you may submit that form instead of filling out the EZ Form Calculator.

Nonpayroll Costs

Form Instructions General Application: Calculation Form Demographic

Enter the value for Line 1 from the EZ Form Calculator.

Payroll and Nonpayroll Costs

Line 1: Payroll Costs
\$200,000.00

Line 2: Business Mortgage Interest Payments

Line 3: Business Rent or Lease Payments

Line 4: Business Utility Payments

Line 5: Covered Operations Expenditures

Line 6: Covered Property Damage Costs

Line 7: Covered Supplier Costs

Line 8: Covered Worker Protection Expenditures

Eligible Nonpayroll Costs may be included if **paid** during your Covered Period or **incurred** during your Covered Period and paid on or before the next regular billing date, even if the billing date is after your Covered Period. Eligible Nonpayroll Costs cannot exceed 40% of the total forgiveness amount. **Please see our PPP FAQ in the Tools & Resources section of our [website](#) for more detail on eligible Nonpayroll Costs.**

To do: Enter all eligible nonpayroll costs you are including in your forgiveness application. If you are not including nonpayroll costs, leave Lines 2-8 blank, or enter 0.

Please see our PPP FAQ in the Tools & Resources section of our [website](#) for more detail on eligible Nonpayroll Costs.

Calculating your forgiveness amount

Potential Forgiveness Amounts

Line 9: Calculated
\$200,000.00
Sum the amounts on lines 1 through 8

Line 10: PPP Loan Amount
\$174,695.00

Line 11: Payroll Cost 60% Req.
\$333,333.33
Divide line 1 by 0.6

Forgiveness Amount

Line 12: Forgiveness Amount
\$174,695.00
Enter the smallest of lines Lines 9, 10, and 11

Once you have entered information in Lines 1-4, your **Forgiveness Amount** will auto-calculate in Line 8.

IMPORTANT NOTE: You will have an outstanding loan with Self-Help if any of the following apply:

- Your forgiveness amount shown in Line 8 of the “Application: Calculation Form” tab is less than your total PPP loan amount
- SBA does not approve your full forgiveness amount

Once SBA has processed your forgiveness request, if you have any unforgiven amount, you will receive an amortization schedule and monthly payment amount from Self-Help for your repayment of the unforgiven balance of your loan.

Step five: Demographics tab

Completion of this tab allows Self-Help to learn more about the communities we serve. Self-Help does not discriminate in its employment or activities, and we actively partner with others to end discrimination on the basis of race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), age, sexual orientation, military and veteran status, class or family status. In addition, completing demographic data provides valuable information about who is able to access SBA programs, and can help to improve access to SBA programs in the future.

Form Instructions General Application: Calculation Form **Demographics** Generate Upload Documents Submit

Disclosure of this data is voluntary and will have no bearing on the loan forgiveness decision.

Owner 1

Name: Claire Castleman Job Title: CEO

Gender: - Not Set - Race: - Not Set -

Veteran Status: - Not Set - Ethnicity: - Not Set -

< Previous Next >

To do: Enter demographic information. Although demographic information is optional, we request you complete this information.

Step six: Generate tab

Print your application

Form Instructions General Application: Calculation Form Demographics **Generate** Upload Documents Submit

Saved August 21, 2020 6:08 PM

Generate Forms

Generate and download your completed application below. Sign the application and upload it along with any supporting documentation on the Upload tab.

SBA Form 3508EZ: PPP Loan Forgiveness Application

< Previous Next >

To do: Click on **SBA Form 3508EZ: PPP Loan Forgiveness Application** to generate a version of your application to print and sign.

You can either print the document, **sign it in ink**, or you can save the application as a PDF and **sign it with your PDF software**.

Check your information



**Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ Revised January 19, 2021**

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address	NAICS Code	Business TIN (EIN, SSN)	Business Phone
		Primary Contact	E-mail Address

First Draw PPP Loan Second Draw PPP Loan (check one)

SBA PPP Loan Number: _____ Lender PPP Loan Number: _____

PPP Loan Amount: _____ PPP Loan Disbursement Date: _____

Employees at Time of Loan Application: _____ Employees at Time of Forgiveness Application: _____

Covered Period: _____ to _____

If Borrower (Together with Affiliates, if Applicable) Received First Draw PPP Loans of \$2 million or More or Second Draw PPP Loans of \$2 Million or More, check here:

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:	_____
Line 2. Business Mortgage Interest Payments:	_____
Line 3. Business Rent or Lease Payments:	_____
Line 4. Business Utility Payments:	_____
Line 5. Covered Operations Expenditures:	_____
Line 6. Covered Property Damage Costs:	_____
Line 7. Covered Supplier Costs:	_____
Line 8. Covered Worker Protection Expenditures:	_____

Potential Forgiveness Amounts

Line 9. Sum the amounts on lines 1 through 8:	_____
Line 10. PPP Loan Amount:	_____
Line 11. Payroll Cost 60% Requirement (divide Line 1 by 0.60):	_____

Forgiveness Amount

Line 12. Forgiveness Amount (enter the smallest of Lines 9, 10, and 11):	_____
--	-------

To do: Check all of the information entered to ensure it is correct.

Initial Certifications



Paycheck Protection Program PPP Loan Forgiveness Application Form 3508EZ Revised January 19, 2021

OMB Control No.: 3245-0047
Expiration Date: 7/31/2021

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

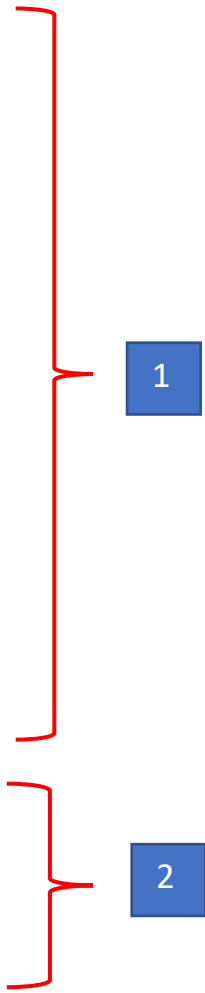
The Authorized Representative of the Borrower certifies to all of the below by **initialing** next to each one.

- The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan):
 - was used to pay business costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; business utility payments; covered operations expenditures; covered property damage costs; covered supplier costs; or covered worker protection expenditures);
 - includes payroll costs equal to at least 60% of the forgiveness amount; and
 - for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, does not exceed 2.5 months' worth of compensation received during the year used to calculate the PPP loan amount, capped at \$20,833 per individual in total across all businesses.
- I understand that if the funds were knowingly used for unauthorized purposes, the federal government may pursue recovery of loan amounts and/or civil or criminal fraud charges.
- The Borrower did not reduce salaries or hourly wages of any employee by more than 25 percent for any employee during the Covered Period compared to the most recent quarter before the Covered Period. For purposes of this certification, the term "employee" includes only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000.
- The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.
- I have submitted to the Lender the required documentation verifying payroll costs, the existence of obligations and service (as applicable) prior to February 15, 2020, and eligible business mortgage interest payments, business rent or lease payments, business utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures.
- If this application is being submitted for a Second Draw PPP Loan, the Borrower used all First Draw PPP Loan amounts on eligible expenses prior to disbursement of the Second Draw PPP Loan.
- The information provided in this application and the information provided in all supporting documents and forms is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 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 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- The tax documents I have submitted to the Lender (if applicable) are consistent with those the Borrower has submitted or will submit to the IRS and/or state tax or workforce agency. I also understand, acknowledge, and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of ensuring compliance with PPP requirements and all SBA reviews.
- I understand, acknowledge, and agree that SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.

In addition, the Authorized Representative of the Borrower must certify by **initialing at least ONE** of the following two items:

- 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 (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020 (or, for a PPP loan made after December 27, 2020, before the last day of the Covered Period), and reductions in an employee's hours that a borrower offered to restore and were refused).
- The Borrower was 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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued before the last day of the Covered Period), 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.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the PPP regulations and guidance issued by SBA through the date of this application. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.




To do: Initial the certifications on the 3508EZ application form.

1. Review and certify the accuracy of each of the representations by initialing in each of the blanks provided.
2. Review and certify the accuracy of AT LEAST 1 of the bottom 2 representations by initialing in the blank provided. If you cannot certify at least 1 of these 2 representations, you cannot submit your forgiveness application on Form 3508EZ. You must complete Form 3508.

Sign the Application

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ Revised January 19, 2021

	
Signature of Authorized Representative of Borrower	Date
Print Name	Title

To do: Sign and date the third page of the application.

Step seven: Upload Documents tab

Complete Your Paycheck Protection Program Forgiveness Application
Using Form 3508S

Saved March 5, 2021 9:55 AM

Form Instructions General Demographics Generate **Upload Documents** Submit

Upload Signed PPP Forgiveness Application (Form 3508)

Name ↑	Description	Size KB
1	No records found.	

Select File

Upload Supporting Documents

Given the values you have entered, you may need to provide documentation for:

- Business Mortgage Interest Payments
- Business Rent or Lease Payments
- Business Utility Payments
- Payroll Costs

Name ↑	Description	Size KB
2 3	No records found.	

Select Files

[< Previous](#) [Next >](#)

To do: Upload and attach your **signed application** and **supporting documents**.

1. Click "Select File" and select your signed 3508EZ application form.
 - a. If you have printed a hard copy to sign, you will need an electronic copy to upload. You can scan your printed copy or use a PDF converter app like Office Lens (or similar) to make a PDF from a picture.
2. Upload your EZ Form Checklist, or similar form showing how you arrived at your calculations, as a supporting document.
3. Upload any supporting documents SBA requires for your application. Review Appendix A for documentation **you must submit** with your application.

Step eight: Submit tab

Form Instructions General Application: Calculation Form Demographics Generate Upload Documents **Submit**

Saved August 21, 2020 6:08 PM

Once you have completed all required information and uploaded signed documentation, press "Submit my Application" below to finish the application process. If you would like to finish your application later, press "Finish Later".

Submit my Application Finish Later

Once you have uploaded your application and all your supporting documentation, move to the **Submit** tab. You can either submit your forgiveness request or save it and finish later.

If you hit Finish Later, you will have to use your unique access link that was emailed to you to access your application when you are ready to continue.

How long until you must submit your application?

- You should submit your forgiveness application within **ten months + 24 weeks from date you received your PPP loan funds** (about 15.5 months).
- If you received your PPP funds in 2020, your Covered Period cannot extend past December 31, 2020, so you should submit by October 31, 2021.
- If you miss your ten-month window, you are required to begin making payments on your PPP loan. You still have the right to apply for forgiveness, however, at any time prior to your PPP loan maturity date.

What happens once you hit submit:

1. Self-Help will review your forgiveness application and contact you with any questions before we submit it to SBA.
2. We will notify you when we have submitted your forgiveness application to SBA.
3. **SBA has up to 90 days to process your forgiveness request or notify us that it is under review.** SBA may choose to review a PPP loan for any reason prior to, during, or after the forgiveness process. If SBA notifies us prior to the date it receives your forgiveness application that your loan is under review, we must wait until SBA notifies us in writing that the review is complete before we submit your forgiveness application. We will not know if your loan has been 100% forgiven until SBA has reviewed and fully processed your forgiveness request. We will notify you when SBA remits the forgiveness amount to us. If SBA forgives less than your full PPP loan amount, we will provide you with an amortization schedule and monthly payment amount for your repayment of the unforgiven balance of your loan.

If you have any questions about your application during or after submission, please contact your Loan Officer.

Appendix A: Documentation Required to be Submitted

PAYROLL COSTS DOCUMENTATION:

Employees:

- Cash compensation: If you have employees, you must submit documents for your full Covered Period that meet all requirements for either Option 1 or Option 2.

OPTION 1: Third-party payroll service provider report that:

- ✓ shows the amount of cash compensation paid to employees; and
- ✓ provides equivalent information as your IRS Form 941s reported (or to be reported) to the IRS; and
- ✓ provides equivalent information as your State quarterly employee wage reporting & unemployment insurance tax filings reported (or to be reported) to the State; and
- ✓ clearly shows the report is from a recognized third-party payroll service provider (*e.g.*, ADP, Gusto, Paychex, *etc.*).

TIP: Check with your payroll provider to see if they provide a report meeting these requirements.

OR

OPTION 2: If you do not work with a recognized third-party payroll service provider, or if your third-party payroll report does not meet ALL of the requirements in Option 1:

- ✓ Third-party payroll service provider report or bank account statements that show the amount of cash compensation paid to employees; and
- ✓ IRS Form 941s reported (or to be reported) to the IRS; and
- ✓ State quarterly employee wage reporting & unemployment insurance tax filings reported (or to be reported) to the State.

- Benefits: If your forgiveness request includes employer contributions to employee group health, life, disability, vision or dental insurance and retirement plans, you must submit either a third-party payroll report that meets the requirements in Option 1 above documenting these amounts, or payment receipts, cancelled checks, or account statements showing the amount paid.

Owner-employees: Locate the federal income tax filing form for your business below for a list of documents you must submit to support owner-employee payroll costs included in your forgiveness request.

Tax Filing	Owner-Employee Payroll Costs Documentation
IRS 1040 Schedule C	Copy of filed IRS 1040 Schedule C for the year that was used to calculate your loan amount
IRS 1040 Schedule F	Copy of filed IRS 1040 Schedule F for the year that was used to calculate your loan amount
IRS 1065	Copy of filed IRS 1065 Schedule K-1 for the year that was used to calculate your loan amount
1120S	Document owner-employee compensation using the same guidelines as for employees (above) <ul style="list-style-type: none"> • Note: employer contributions to owner-employee health plans may <u>not</u> be included as payroll costs • Note: employer contributions to owner-employee retirement plans may be included up to 2.5/12 of the 2019 employer retirement contribution
1120	Document owner-employee compensation using the same guidelines as for employees (above) <ul style="list-style-type: none"> • Note: employer contributions for owner-employee health insurance may be included • Note: employer contributions for owner-employee retirement plans may be included up to 2.5/12 of the 2019 contribution
990	N/A

NONPAYROLL COSTS DOCUMENTATION: If your forgiveness request does not include Nonpayroll Costs, you do not need to submit the following documents. If you included any of the following Nonpayroll Costs in your request, submit the listed documentation for that cost:

- Business mortgage (secured debt) interest payments:
 - Copy of lender amortization schedule and receipts or cancelled checks; or
 - Copies of lender account statements for February 2020 and the months payments were made.
- Business rent or lease payments:
 - Copy of current lease agreement, combined with receipts or cancelled checks; or
 - Copies of lessor account statements for February 2020 and the months payments were made.
- Business utility payments:
 - Copy of invoices for February 2020 and the months payments were made, combined with copies of receipts, cancelled checks or account statements.
- Covered operations expenditures:
 - Copy of invoices, orders, or purchase orders paid during the Covered Period; and
 - Receipts, cancelled checks, or account statements verifying those eligible payments.
- Covered property damage costs:
 - Copy of invoices, orders, or purchase orders paid during the Covered Period; and
 - Receipts, cancelled checks, or account statements verifying those eligible payments; and

- Documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020; and
- Documentation that such costs were not covered by insurance or other compensation.
- Covered supplier costs:
 - Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (or, if for perishable goods, at any time during the Covered Period); and
 - Receipts, cancelled checks, or account statements verifying those eligible payments.
- Covered worker protection expenditures:
 - Copy of invoices, orders, or purchase orders paid during the Covered Period; and
 - Receipts, cancelled checks, or account statements verifying those eligible payments; and
 - Documentation that you used the expenditures to comply with applicable COVID-19 guidance during the Covered Period.

FTE DOCUMENTATION:

- If you certified that you did not reduce the number of employee or the average paid hours of employee between January 1, 2020 and the end of your Covered Period, you must submit documentation of the average number of full-time equivalent (FTE) employees that were employed by you on **January 1, 2020 and at the end of your Covered Period**, such as:
 - Third-party payroll service provider reports;
 - IRS Form 941s reported (or to be reported); or
 - State quarterly employee wage reporting & unemployment insurance tax filings reported (or to be reported) to the State.

DOCUMENTATION YOU WILL NOT SUBMIT BUT MUST KEEP:

Please note that in addition to the documentation described above that must be submitted with your forgiveness application, SBA requires you to **keep all documentation** related to your PPP loan and forgiveness request **for 6 years** from the date your loan is forgiven or repaid in full. SBA has the right to review your loan at any time before, during, or after forgiveness, and you will be required to submit these records to SBA upon request. Review our PPP FAQ on our [website](#) for additional information.

- Documentation supporting the certification that annual salaries or hourly wages were not reduced by more than 25 percent during your Covered Period relative to the most recent full quarter before the Covered Period. This documentation must include payroll records that separately list each employee and show the amounts paid to each employee during the most recent full quarter before the Covered Period, and the amounts paid to each employee during the Covered Period.
- Documentation regarding any employee job offers and refusals, refusals to accept restoration of reductions in hours, firings for cause, voluntary resignations, written requests by any employee for reductions in work schedule, and any inability to hire similarly qualified employees for unfilled positions on or before December 31, 2020 (or, for a PPP loan made in 2021, before the last day of your Covered Period).
- Documentation supporting the certification, if applicable, that you 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, other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if you were unable to hire similarly qualified employees

for unfilled positions on or before December 31, 2020 (or, for a PPP loan made in 2021, before the last day of your Covered Period). This documentation must include payroll records that separately list each employee and show the amounts paid to each employee between January 1, 2020 and the end of the Covered Period.

- Documentation supporting the certification, if applicable, that you were 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 (or, for a PPP loan made in 2021, requirements established or guidance issued between March 1, 2020 the last day of your Covered Period) 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, or State or local government, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19. This documentation must include copies of the applicable requirements for each of your locations and relevant financial records.
- All other records relating to your PPP loan, including:
 - All documentation submitted with your PPP loan application;
 - All documentation supporting your certifications as to your eligibility for a PPP loan;
 - All documentation supporting your forgiveness application;
 - All documentation supporting your material compliance with PPP requirements; and
 - If you received a 2nd Draw PPP loan, all documentation supporting your gross receipts reduction certification.
- Self-Help may request other documentation if needed to support your request.
- SBA may require additional documentation as part of its review of any PPP loan.