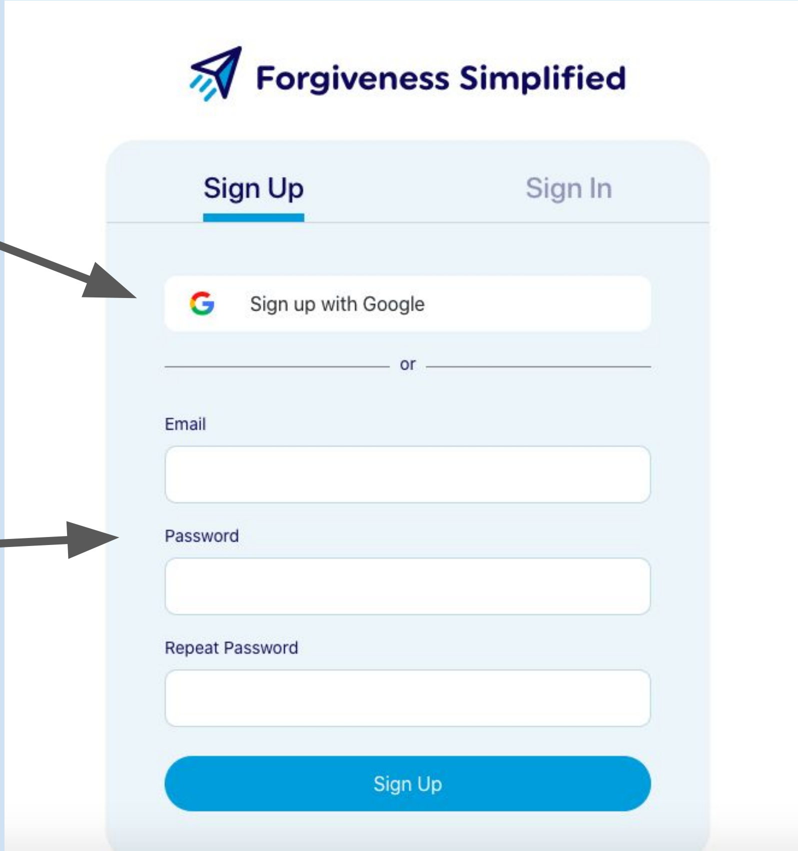
PPP Forgiveness Platform Preview

Forgiveness Simplified - forgivesmb.com
Aug 7, 2020

Getting Started

Option 1: Sign in using an existing Google email

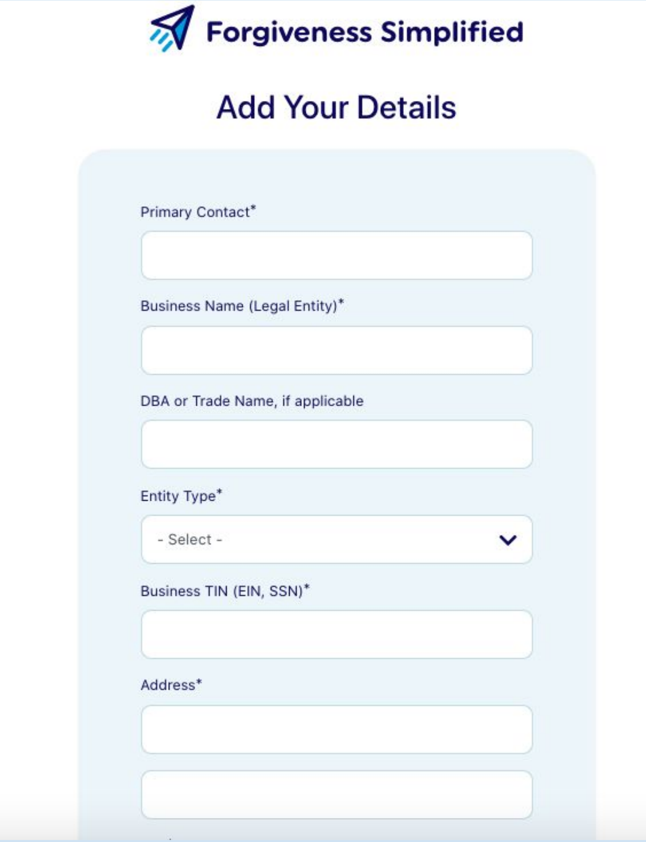


Option 2: Create a password with any email, and you will receive a verification email from **support@forgivesmb.com** to continue

Fill out the Profile Details

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

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


Forgiveness Simplified

Add Your Details

Primary Contact*

Business Name (Legal Entity)*

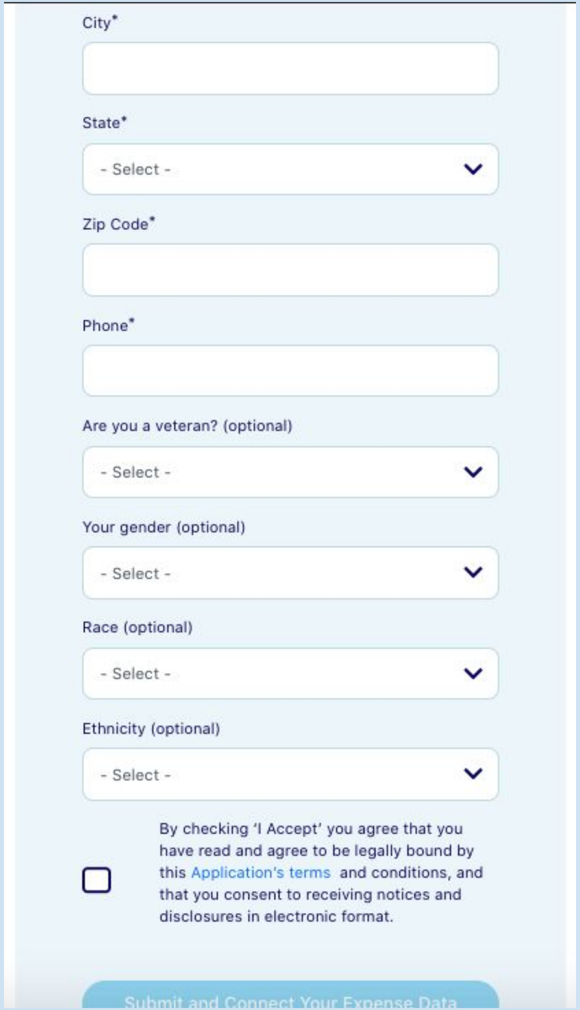
DBA or Trade Name, if applicable

Entity Type*

- Select -

Business TIN (EIN, SSN)*

Address*


City*

State*

- Select -

Zip Code*

Phone*

Are you a veteran? (optional)

- Select -

Your gender (optional)

- Select -

Race (optional)

- Select -

Ethnicity (optional)

- Select -

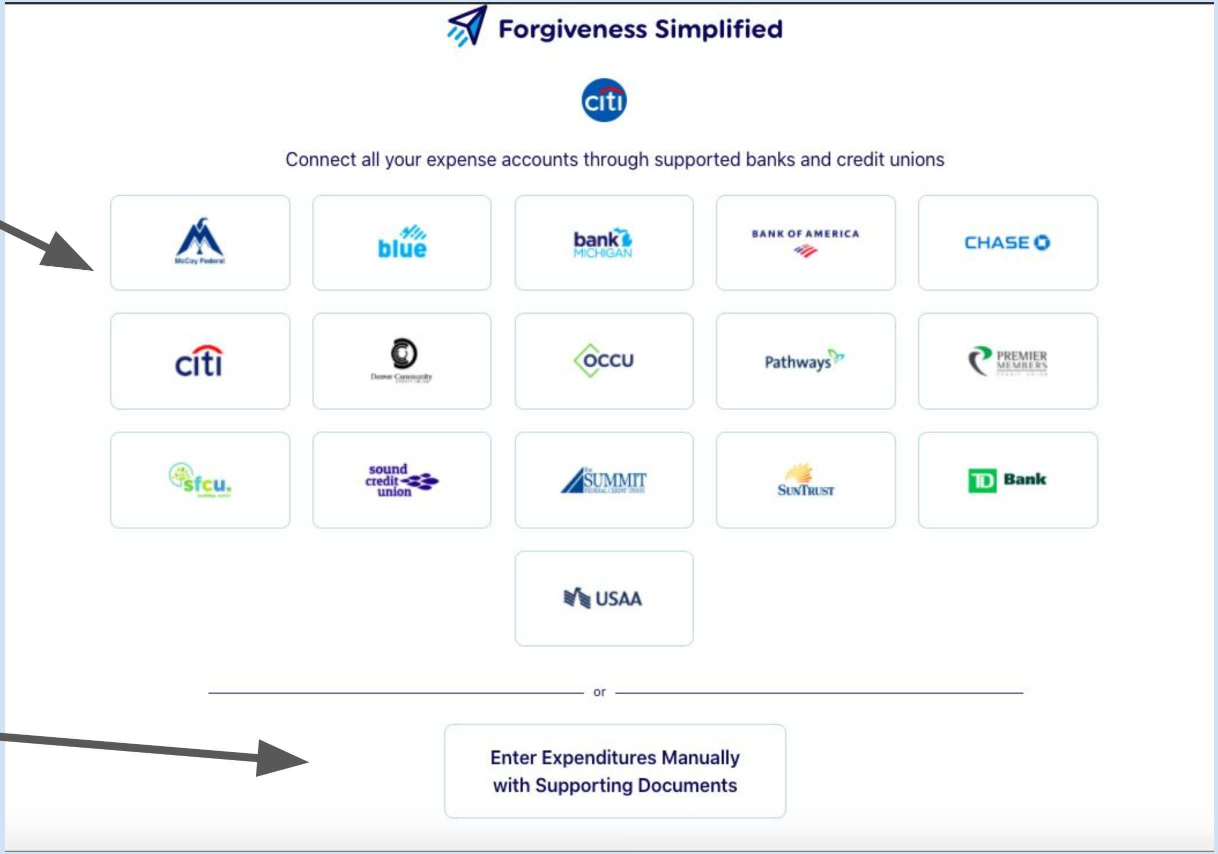
By checking 'I Accept' you agree that you have read and agree to be legally bound by this Application's terms and conditions, and that you consent to receiving notices and disclosures in electronic format.

Submit and Connect Your Expense Data

Find your loan details

We are able to pull in verified expenses from many financial institutions. Click on your bank or credit union's logo for online verification.

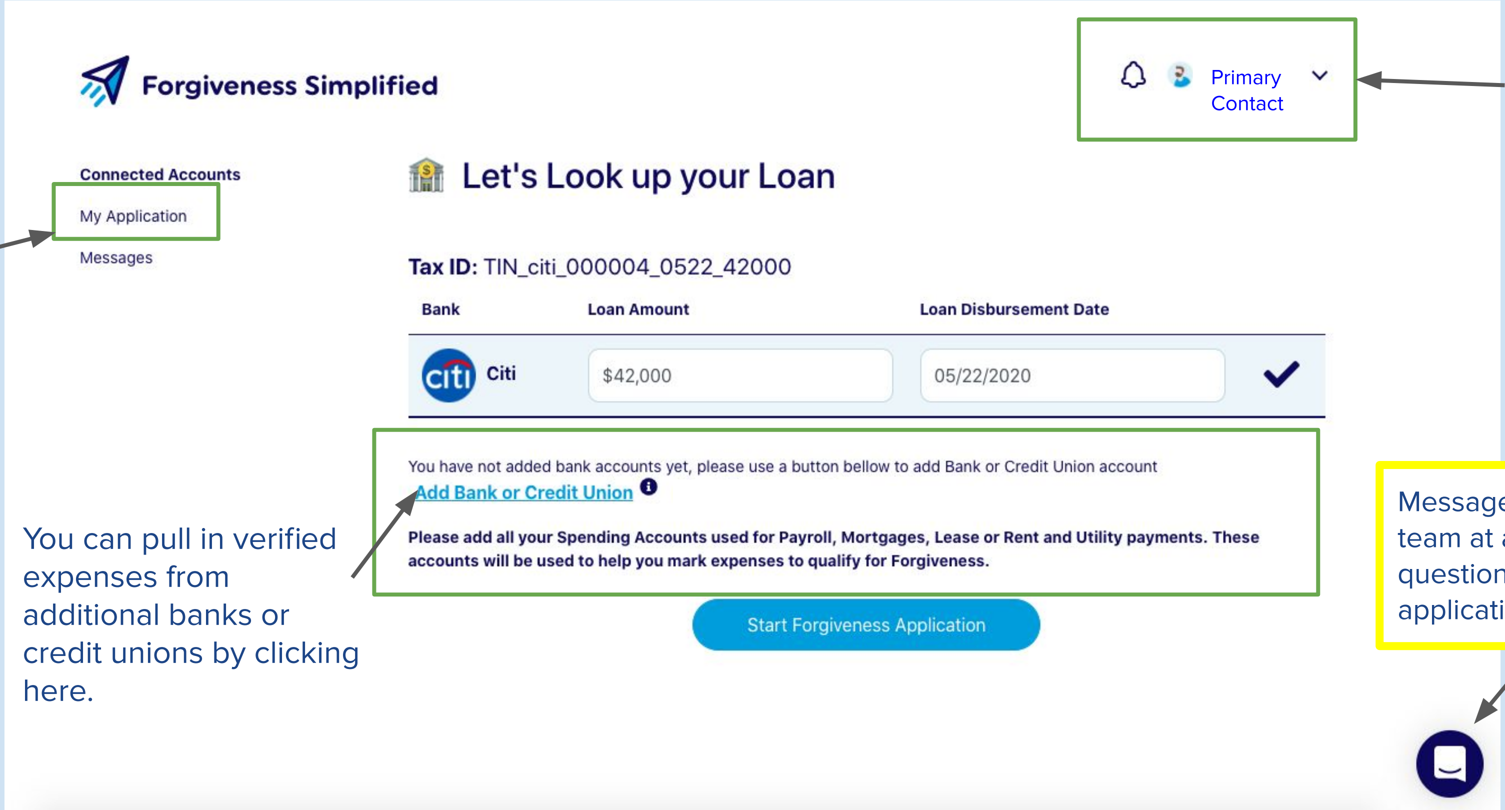
You can always enter your loan information and expenses manually by clicking this button.



Dashboard

Once completed, check on the status of your application at any time

Click on the down arrow here at any time to edit your profile details



You can pull in verified expenses from additional banks or credit unions by clicking here.

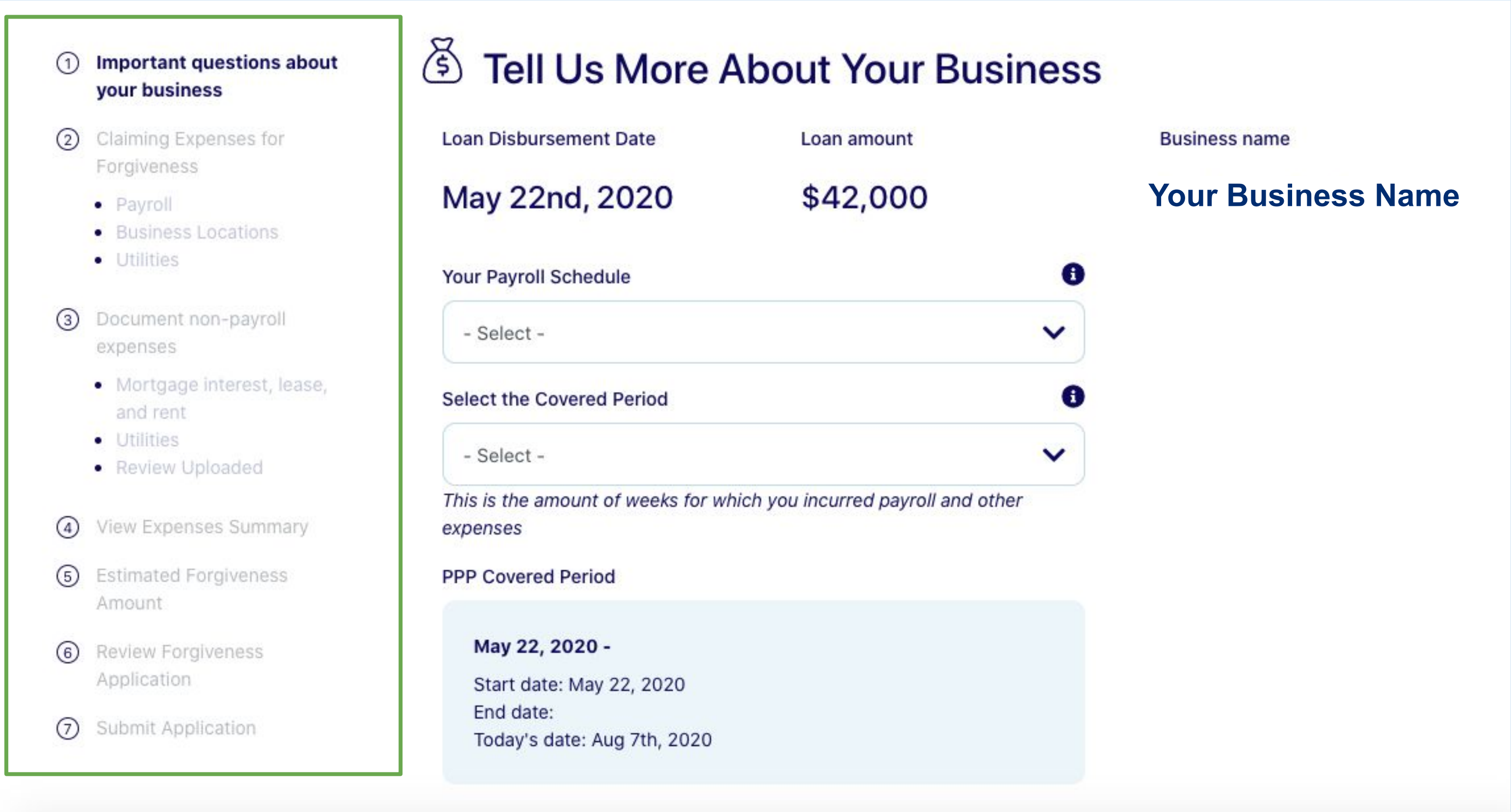
Message our support team at any time with questions about your application

Note: Navigation Bar

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

Completed steps shown bold blue font.

Grayed out steps haven’t been reached yet.



Page 1 - Business Information

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

Tell Us More About Your Business

Loan Disbursement Date

May 22nd, 2020

Loan amount

$42,000

Your Payroll Schedule

- Select -

Select the Covered Period

- Select -

This is the amount of weeks for which you incurred payroll and other expenses

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 employee

Yes ◯ No ◯

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 ◯ No ◯

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 ◯ No ◯

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 ◯ No ◯

Select your Reference Period

- Select -

Employees at Time of Loan Application

Employees at Time of Forgiveness Application (Aug 7th, 2020)

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 ◯ No ◯

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 ◯ No ◯

Did You Receive an Economic Injury Disaster Loan?
(Separate from Your PPP Loan)

Yes ◉ No ◯

Loan Advance Amount

Application Number (Provided by SBA for Loan)

Next

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

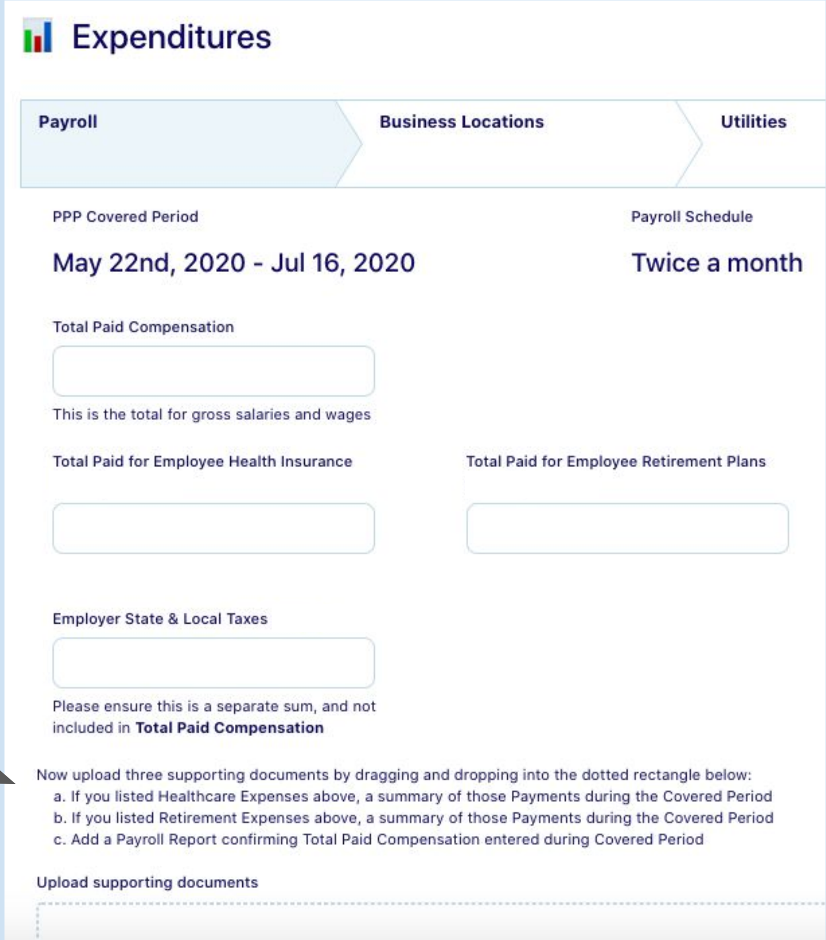
Page 2a - Payroll (EZ path)

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

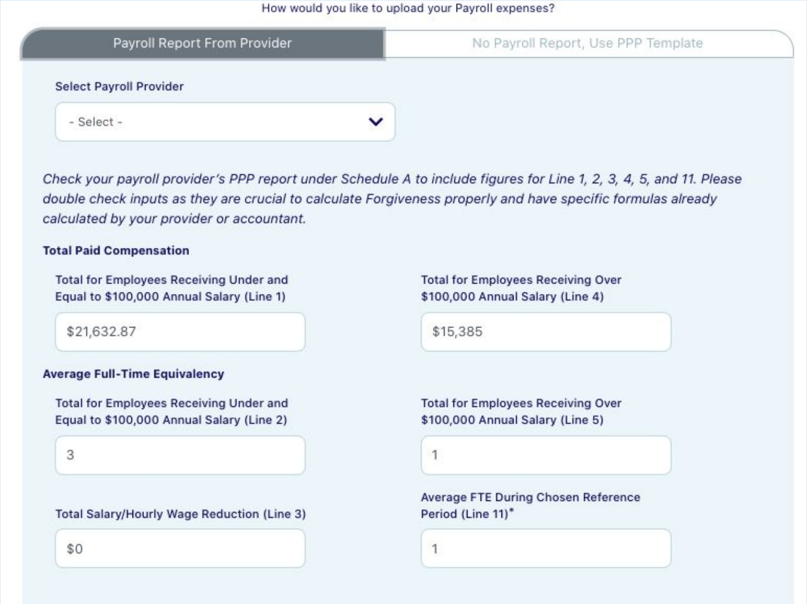
The total at the bottom of the will update as you enter data, and checks whether the payroll total is at least 60% of your PPP loan amount as required.

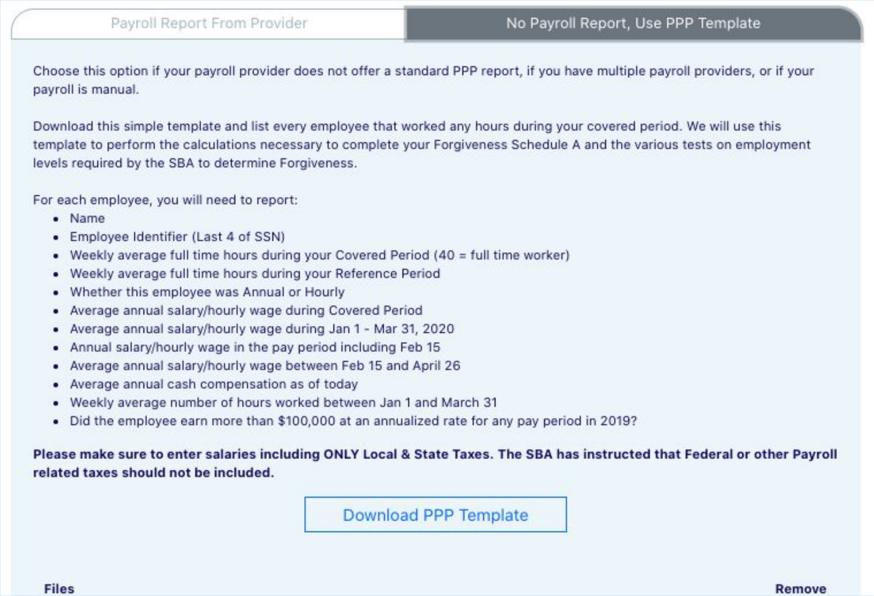
If your payroll total exceeds your PPP loan amount, you're at 100% forgiveness, and you can choose to skip the steps for business expenses.

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



Page 2a - Payroll (Non-EZ path)





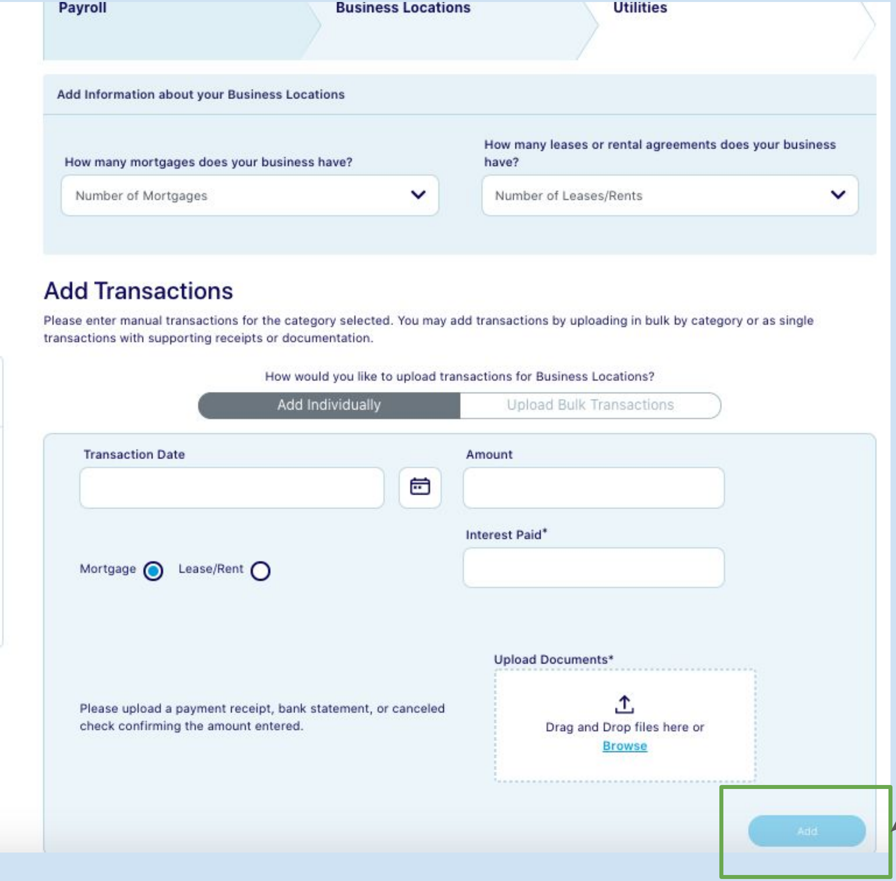
Use either a payroll report prepared by your provider, or download a template we've created to help you assemble the information you need to appropriately apply for forgiveness. If you are using a report provided by your CPA or controller, make sure it shows the appropriate lines for Schedule A. If you don't have a PPP report you can use the provided template. You must upload the report/template, and any supporting documentation for healthcare or retirement expenses (if claimed) to complete this step.

Page 2b - Business Locations

Enter the number of business properties on which you are paying a mortgage and separately 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.

If you’ve chosen to import transactions from connected checking accounts, you will see these populate. Simply check the box for each transaction to have it counted in your expense total.

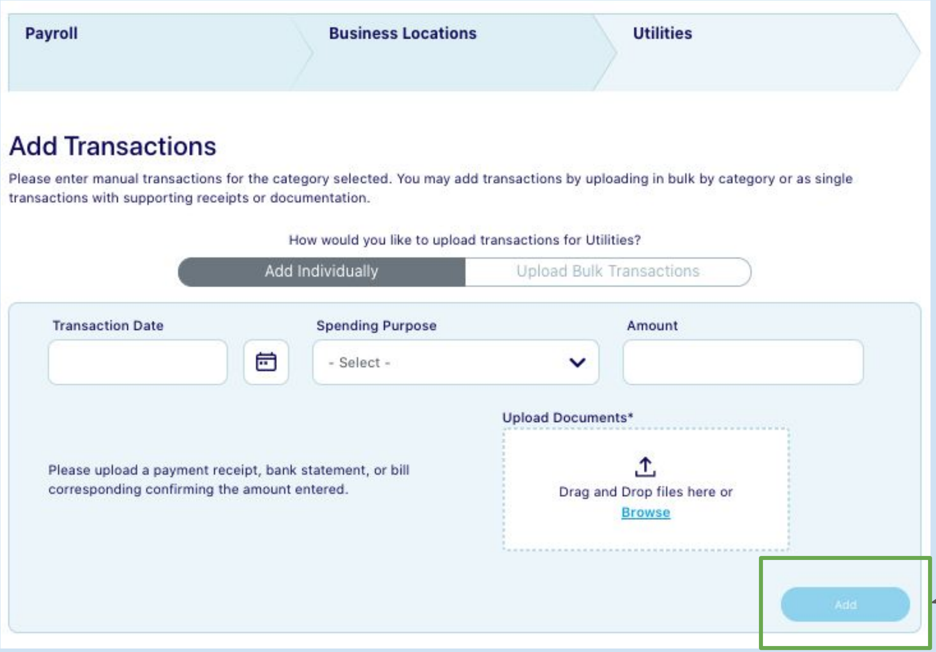


Be sure to click “Add” before moving on to the next page to save your transaction appropriately

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 to "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.

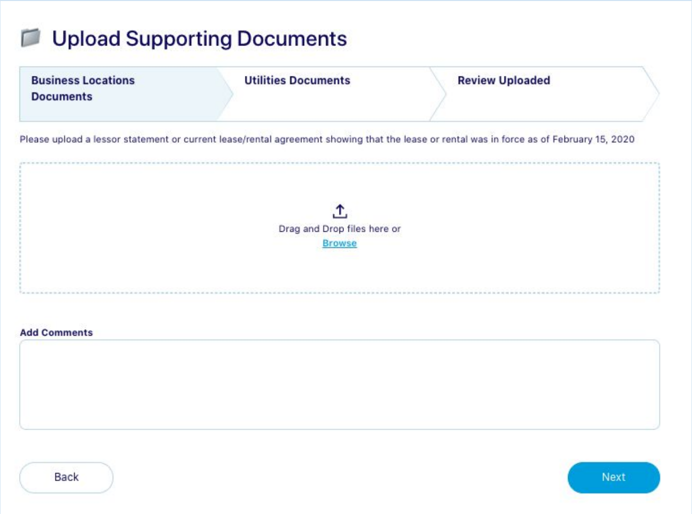


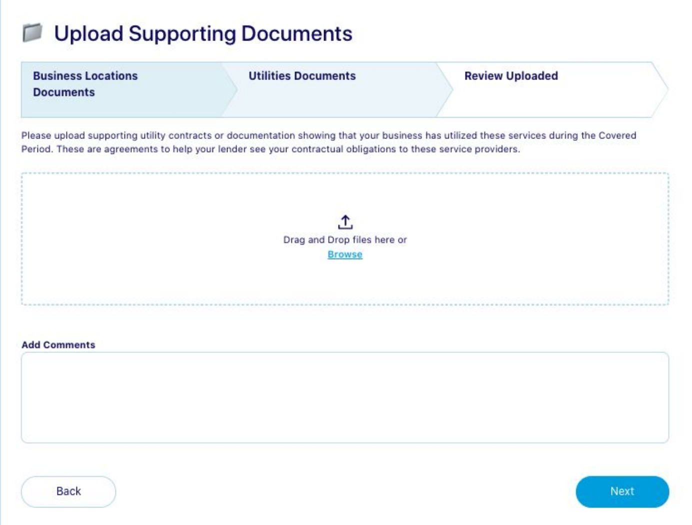
Be sure to click "Add" before moving on to the next page to save your transaction appropriately

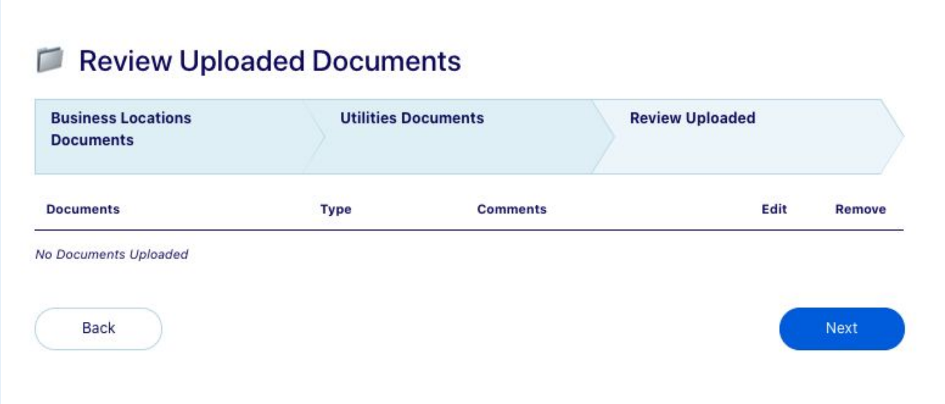
Page 3 - Supporting Documents

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.







Page 4 - View Expenses Summary

📋 View Transactions Selected

Your Loan
$42,000.00

Total Forgiveness Amount
$42,000.00

Category	Selected Total	Covered Total
Payroll	$48,000	$42,000
Business Locations	$0	$0
Utilities	$0	$0

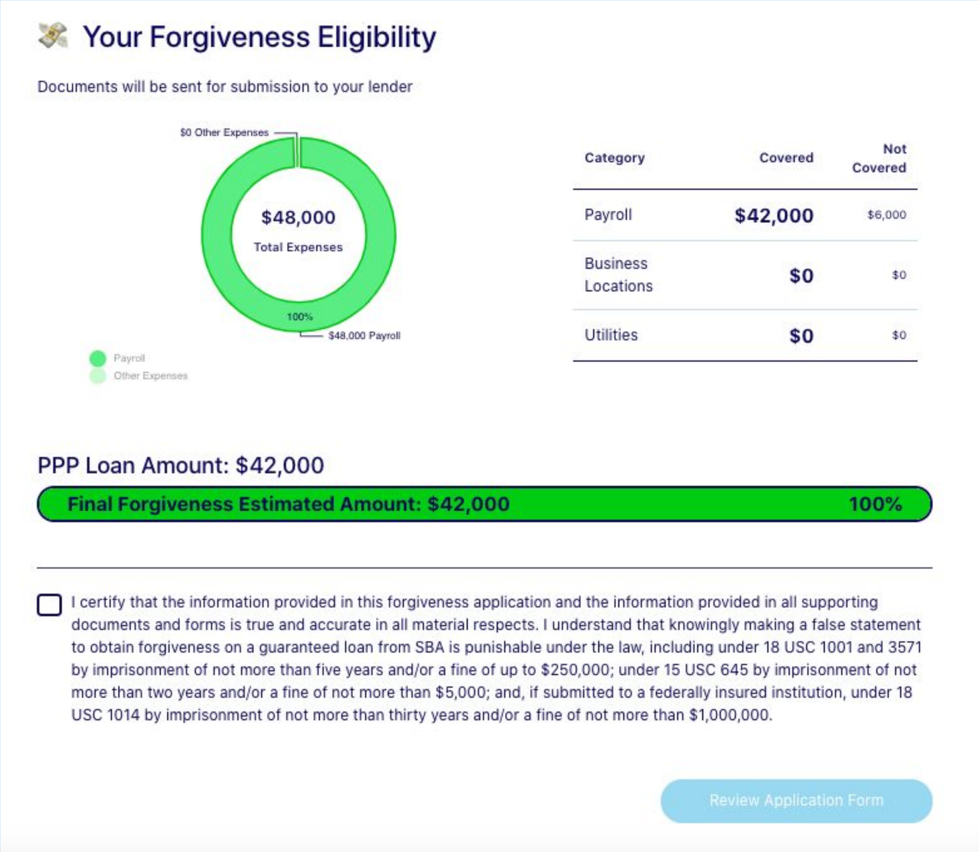
Back

Next

Page 5 - Estimated Forgiveness Amount

If you are not at 100% forgiveness, consider using a different covered period or whether there are additional expenses you can claim.

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.



Your Forgiveness Eligibility

Documents will be sent for submission to your lender

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

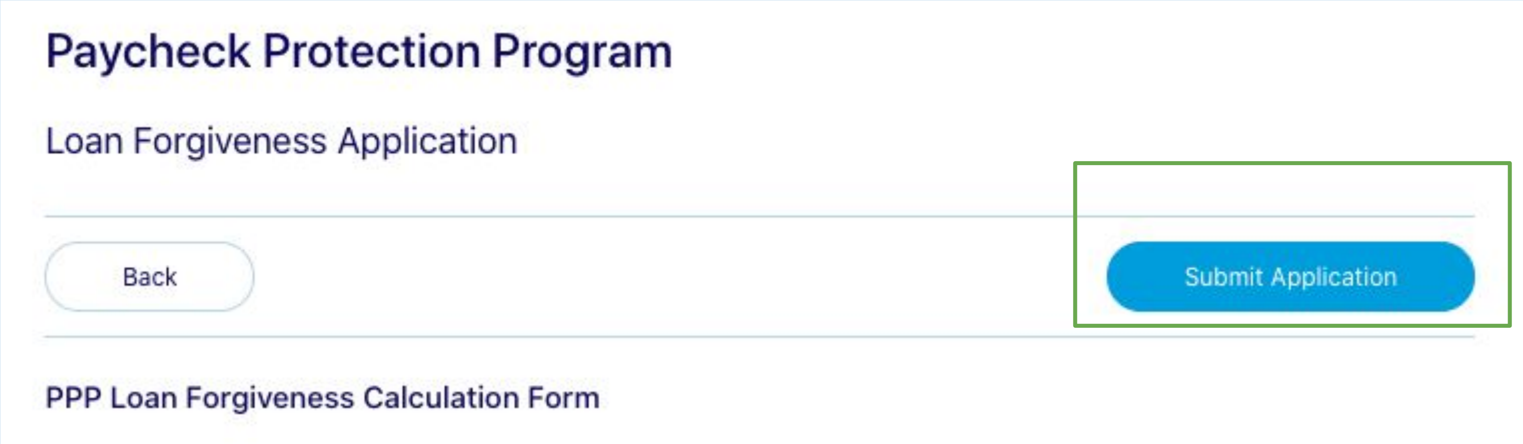
PPP Loan Amount: $42,000

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.

Review Application Form

Page 6 - Review Forgiveness Application



Once you have reviewed your electronic Form 3508/3508 EZ with your Forgiveness application, press “Submit Application”

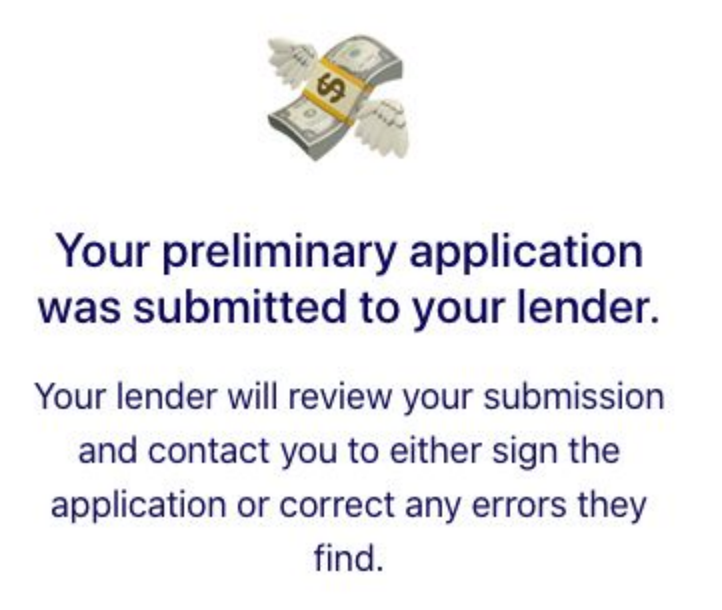
All your information will now be sent to your lender for review.

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 sent to the SBA for a final forgiveness decision.



“My Application”

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