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.
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.

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

Let's Look up your Loan

Tax ID: TIN_citi_000004_0522_42000

<table>
<thead>
<tr>
<th>Bank</th>
<th>Loan Amount</th>
<th>Loan Disbursement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>citi</td>
<td>$42,000</td>
<td>05/22/2020</td>
</tr>
</tbody>
</table>

You have not added bank accounts yet, please use a button below to add Bank or Credit Union account.

Add Bank or Credit Union

Please add all your Spending Accounts used for Payroll, Mortgages, Lease or Rent and Utility payments. These accounts will be used to help you mark expenses to qualify for Forgiveness.

Start Forgiveness Application

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

Message our support team at any time with questions about your application.
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
Page 1 - Business Information

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 ☐

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.

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

Now upload three supporting documents by dragging and dropping into the dotted rectangle below:
- If you listed Healthcare Expenses above, a summary of those Payments during the Covered Period
- If you listed Retirement Expenses above, a summary of those Payments during the Covered Period
- Add a Payroll Report confirming Total Paid Compensation entered during Covered Period
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.
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.
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.
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.
## View Transactions Selected

<table>
<thead>
<tr>
<th>Category</th>
<th>Selected Total</th>
<th>Covered Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$48,000</td>
<td>$42,000</td>
</tr>
<tr>
<td>Business Locations</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Utilities</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Your Loan: $42,000.00  Total Forgiveness Amount: $42,000.00
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.
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.
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.