

PPP Forgiveness Platform Preview

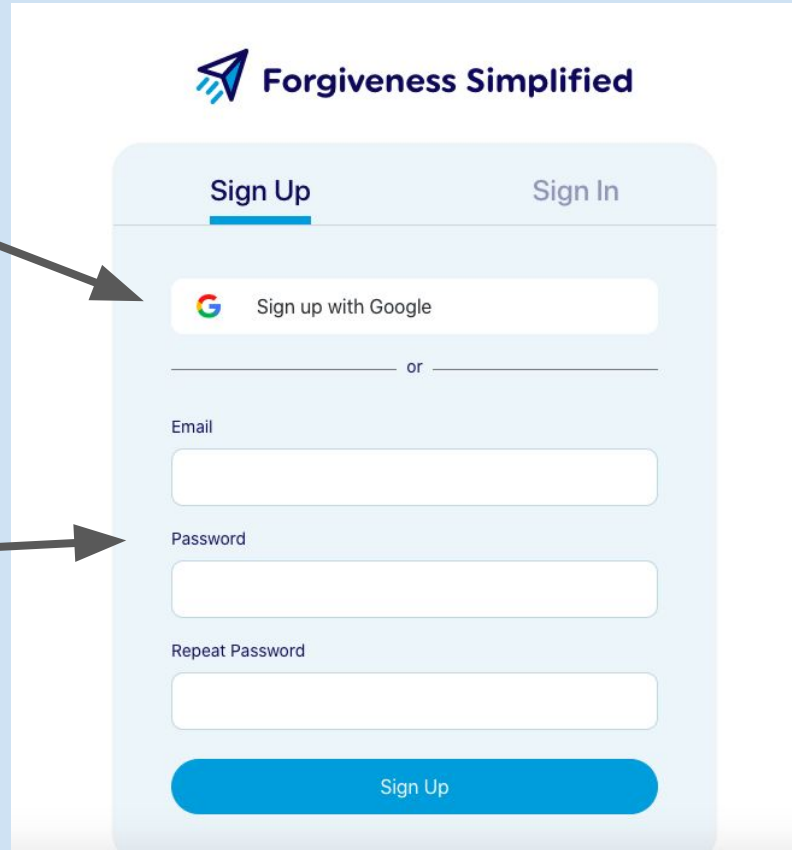
Forgiveness Simplified - forgivesmb.com
Aug 7, 2020



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



The screenshot shows the 'Forgiveness Simplified' sign-up interface. At the top, there is a logo consisting of a blue paper airplane with three lines below it, followed by the text 'Forgiveness Simplified'. Below the logo, there are two tabs: 'Sign Up' (which is underlined in blue) and 'Sign In'. The main content area contains a 'Sign up with Google' button with the Google logo on the left. Below this button is a horizontal line with the word 'or' in the center. Underneath, there are three input fields: 'Email', 'Password', and 'Repeat Password'. At the bottom of the form is a large blue button with the text 'Sign Up'.




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 -

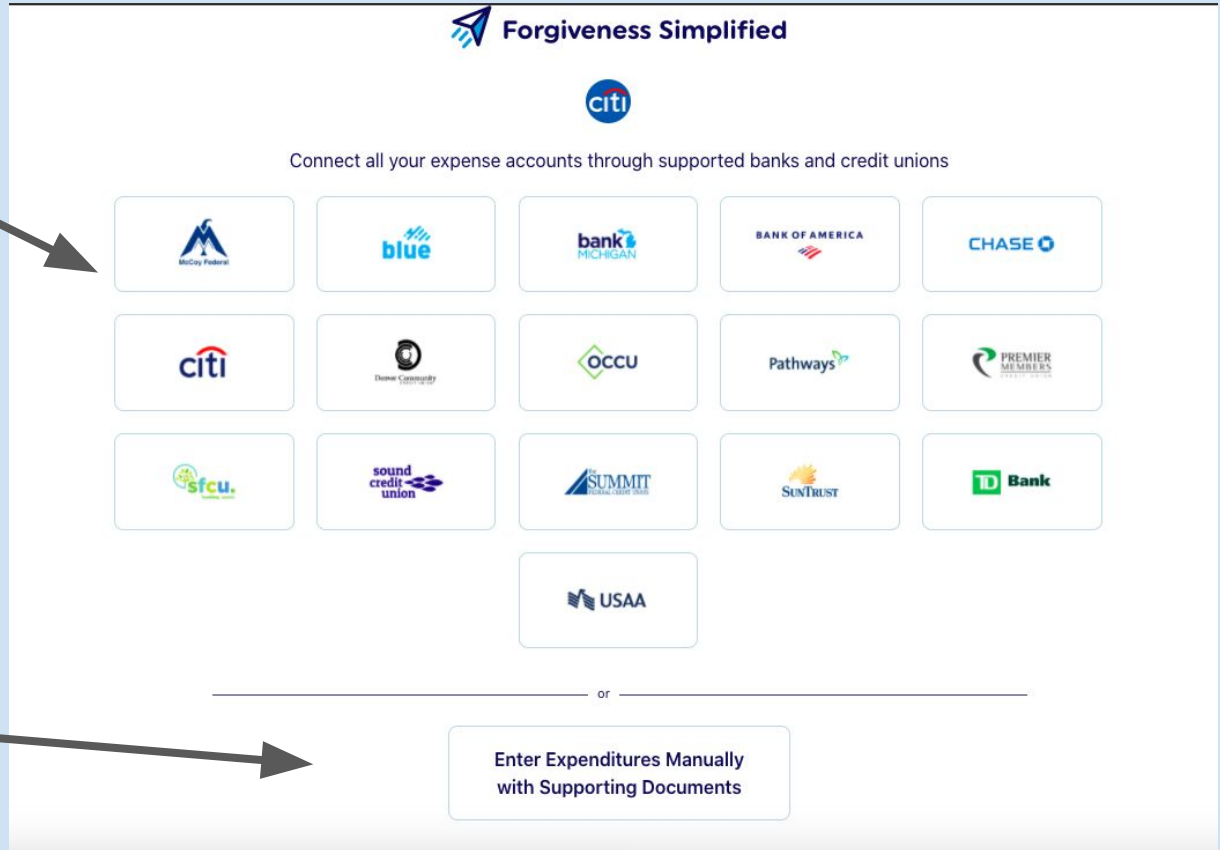
By checking 'I Accept' you agree that you have read and agree to be legally bound by this [Application's terms](#) and conditions, and that you consent to receiving notices and disclosures in electronic format.

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.



The screenshot displays the 'Forgiveness Simplified' interface. At the top, the logo and text 'Forgiveness Simplified' are visible. Below this is the 'citi' logo. A central instruction reads: 'Connect all your expense accounts through supported banks and credit unions'. A grid of 16 bank logos is presented in rounded rectangular buttons, arranged in three rows: the first row has five logos (McCity Federal, blue, bank MICHIGAN, BANK OF AMERICA, CHASE), the second row has five logos (citi, Dime Community, OCCU, Pathways, PREMIER MEMBERS), and the third row has five logos (sfcu, sound credit union, The SUMMIT, SUNTRUST, TD Bank). Below the grid is a single button for 'USAA'. A horizontal line with the word 'or' in the center separates the grid from a final button at the bottom right that says 'Enter Expenditures Manually with Supporting Documents'. Two arrows point from the text on the left to the 'McCity Federal' logo and the manual entry button.



Dashboard

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



Connected Accounts

My Application

Messages



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

Let's Look up your Loan

Tax ID: TIN_citi_000004_0522_42000

Bank	Loan Amount	Loan Disbursement Date
 Citi	\$42,000	05/22/2020 

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

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.

- ① **Important questions about your business**
- ② Claiming Expenses for Forgiveness
 - Payroll
 - Business Locations
 - Utilities
- ③ Document non-payroll expenses
 - Mortgage interest, lease, and rent
 - Utilities
 - Review Uploaded
- ④ View Expenses Summary
- ⑤ Estimated Forgiveness Amount
- ⑥ Review Forgiveness Application
- ⑦ Submit Application



Tell Us More About Your Business

Loan Disbursement Date

May 22nd, 2020

Loan amount

\$42,000

Business name

Your Business Name

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

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 Loan amount
May 22nd, 2020 \$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.

Expenditures

Payroll Business Locations Utilities

PPP Covered Period Payroll Schedule

May 22nd, 2020 - Jul 16, 2020 Twice a month

Total Paid Compensation

This is the total for gross salaries and wages

Total Paid for Employee Health Insurance Total Paid for Employee Retirement Plans

Employer State & Local Taxes

Please ensure this is a separate sum, and not included in **Total Paid Compensation**

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

Upload supporting documents



Page 2a - Payroll (Non-EZ path)

How would you like to upload your Payroll expenses?

Payroll Report From Provider | No Payroll Report, Use PPP Template

Select Payroll Provider

- Select -

Check your payroll provider's PPP report under Schedule A to include figures for Line 1, 2, 3, 4, 5, and 11. Please double check inputs as they are crucial to calculate Forgiveness properly and have specific formulas already calculated by your provider or accountant.

Total Paid Compensation

Total for Employees Receiving Under and Equal to \$100,000 Annual Salary (Line 1)	Total for Employees Receiving Over \$100,000 Annual Salary (Line 4)
<input type="text" value="\$21,632.87"/>	<input type="text" value="\$15,385"/>

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)
<input type="text" value="3"/>	<input type="text" value="1"/>

Total Salary/Hourly Wage Reduction (Line 3)

Average FTE During Chosen Reference Period (Line 11)*

Payroll Report From Provider | No Payroll Report, Use PPP Template

Choose this option if your payroll provider does not offer a standard PPP report, if you have multiple payroll providers, or if your payroll is manual.

Download this simple template and list every employee that worked any hours during your covered period. We will use this template to perform the calculations necessary to complete your Forgiveness Schedule A and the various tests on employment levels required by the SBA to determine Forgiveness.

For each employee, you will need to report:

- Name
- Employee Identifier (Last 4 of SSN)
- Weekly average full time hours during your Covered Period (40 = full time worker)
- Weekly average full time hours during your Reference Period
- Whether this employee was Annual or Hourly
- Average annual salary/hourly wage during Covered Period
- Average annual salary/hourly wage during Jan 1 - Mar 31, 2020
- Annual salary/hourly wage in the pay period including Feb 15
- Average annual salary/hourly wage between Feb 15 and April 26
- Average annual cash compensation as of today
- Weekly average number of hours worked between Jan 1 and March 31
- Did the employee earn more than \$100,000 at an annualized rate for any pay period in 2019?

Please make sure to enter salaries including ONLY Local & State Taxes. The SBA has instructed that Federal or other Payroll related taxes should not be included.

[Download PPP Template](#)

Files Remove

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.



Payroll Business Locations Utilities

Add Information about your Business Locations

How many mortgages does your business have?
Number of Mortgages

How many leases or rental agreements does your business have?
Number of Leases/Rents

Add Transactions

Please enter manual transactions for the category selected. You may add transactions by uploading in bulk by category or as single transactions with supporting receipts or documentation.

How would you like to upload transactions for Business Locations?
Add Individually Upload Bulk Transactions

Transaction Date Amount

Mortgage Lease/Rent

Interest Paid*

Upload Documents*

Please upload a payment receipt, bank statement, or canceled check confirming the amount entered.

Drag and Drop files here or [Browse](#)

Add

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.

Payroll Business Locations Utilities

Add Transactions

Please enter manual transactions for the category selected. You may add transactions by uploading in bulk by category or as single transactions with supporting receipts or documentation.

How would you like to upload transactions for Utilities?

Add Individually Upload Bulk Transactions

Transaction Date Spending Purpose Amount

- Select -

Upload Documents*

Please upload a payment receipt, bank statement, or bill corresponding confirming the amount entered.

Drag and Drop files here or [Browse](#)

Add

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.

Upload Supporting Documents

Business Locations Documents | Utilities Documents | Review Uploaded

Please upload supporting utility contracts or documentation showing that your business has utilized these services during the Covered Period. These are agreements to help your lender see your contractual obligations to these service providers.

Drag and Drop files here or [Browse](#)

Add Comments

Back Next

Upload Supporting Documents

Business Locations Documents | Utilities Documents | Review Uploaded

Please upload a lessor statement or current lease/rental agreement showing that the lease or rental was in force as of February 15, 2020

Drag and Drop files here or [Browse](#)

Add Comments

Back Next

Review Uploaded Documents

Business Locations Documents | Utilities Documents | Review Uploaded

Documents	Type	Comments	Edit	Remove
No Documents Uploaded				

Back Next



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

Paycheck Protection Program

Loan Forgiveness Application

[Back](#) [Submit Application](#)

PPP Loan Forgiveness Calculation Form

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.




**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”


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




Forgiveness Simplified

Connected Accounts

- My Application
- Messages

 **Let's Look up your Loan**

Tax ID: TIN_citi_000004_0522_42000

Bank	Loan Amount	Loan Disbursement
 Citi	\$42,000	05/22/2020

You have not added bank accounts yet, please use a button [Add Bank or Credit Union](#) (Load Test Accounts)

Please add all your Spending Accounts used for Payroll, to help you mark expenses to qualify for Forgiveness.

[Continue](#)



Forgiveness Simplified

Connected Accounts

- My Application
- Messages

TIN	SBA PPP Loan Number	Lender PPP Loan Number
TIN_citi_000004_0522_...	SBA_citi_000004	LNDR_citi_00000
PPP Loan Amount	Loan Disbursement Date	Status
\$42,000	May 22nd, 2020	SENT

Expenses Summary

Category	Expenses	Approved	Transaction
Payroll	\$48,000		

