PPP Forgiveness Platform Guide

Forgiveness Simplified - forgivesmb.com
September 4, 2020

Getting Started

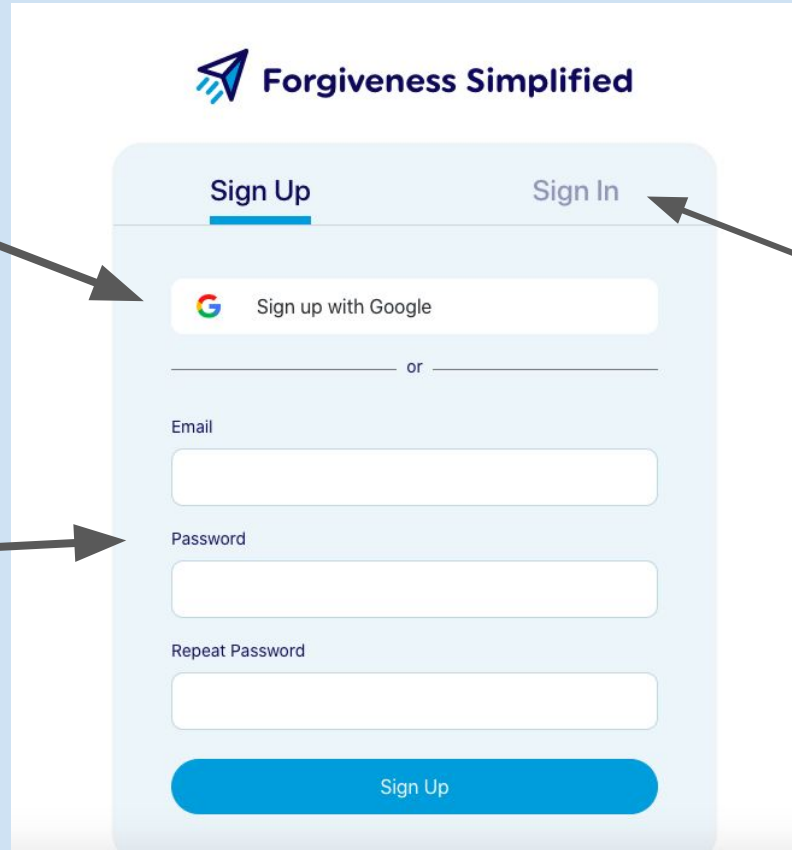Option 1: Sign up using an existing Google email

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

Forgiveness Simplified

Sign Up   Sign In

G   Sign up with Google

― or ―

Email

Password

Repeat Password

Sign Up

**Please note that any subsequent time that you log in to the application, you should select "Sign In" instead of "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 your profile information at any time prior to submission.

Forgiveness Simplified

Add Your Details

Primary Contact*

Position*
- Select -

Business Name (Legal Entity)*

DBA or Trade Name, if applicable

Entity Type*
- Select -

Business TIN (EIN, SSN)*

Address*

City*

State*
- Select -

Zip Code*

Phone*

The following demographic information is being requested by the U.S. Small Business Admiinistration for data collection and reporting purposes.

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 & Conditions, and that you consent to receiving notices and disclosures in electronic format.

Submit and Connect Your Expense Data

While the demographic information being requested by the SBA is optional, please select "Not Disclosed" from the drop down menu if you choose to not answer.

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

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

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

Forgiveness Simplified

🔔 👤 Primary Contact ⌄

Connected Accounts

My Application

Messages

🏦 Let's Look up your Loan

Tax ID: TIN_citi_000004_0522_42000

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

Be sure to click "Add Loan" here to see this checkmark

You have not added bank accounts yet, please use a button bellow 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.

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

Start Forgiveness Application

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.

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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	Loan amount	Business name
May 22nd, 2020	**$42,000**	**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
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)

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)

$21,632.87

Total for Employees Receiving Over $100,000 Annual Salary (Line 4)

$15,385

Average Full-Time Equivalency

Total for Employees Receiving Under and Equal to $100,000 Annual Salary (Line 2)

3

Total for Employees Receiving Over $100,000 Annual Salary (Line 5)

1

Total Salary/Hourly Wage Reduction (Line 3)

$0

Average FTE During Chosen Reference Period (Line 11)*

1

| 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 2a - Payroll (Schedule C Exception)

Upload a Schedule C

[Choose file] No file chosen

Since you may not have employees, please upload a Schedule C Form 1040 from your 2019 taxes.

Net Income from Schedule C

Calculated Amount Applied

The total net profit equals the total expenses subtracted from your business gross profit + other incomes. Expenses include other employee and contractor wages. The net profit value entered will be used to calculate the amount paid to the owner of the business.

For Farmers or Businesses with Schedule F, please upload instead of Schedule C and refer to Line 34.

If you file a Schedule C, regardless of whether or not you have employees, you will see this screen. This will allow you to upload your 2019 Schedule C and input your 2019 Net Income from the Schedule C. Our application will then cap for you the amount that is eligible for forgiveness.

Please note that if you are self-employed, you cannot claim your healthcare/retirement expenses in the separate fields that follow this box, as that is expected to be included in your Schedule C amount. That is only available for instances when Schedule C filers still have other employees. If you have questions on this, reach out to Borrower Support.

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 "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
- Select -

Amount

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

Upload Documents*

⬆
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	Total Forgiveness Amount
$42,000.00	**$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.

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 then 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.

If your status ever says "**Submission Pending**" this means that you have unsaved changes that need to be submitted to your borrower. Please navigate to steps 5, 6, & 7 of your application and be sure to fully submit the changes you've made to your lender.

Editing Your Application

Receiving a Status Update

Whenever there's an update on your application, you should see an email like this one.

Click the link and sign back in.

Application Status Update Inbox ×

ForgiveSMB <support@forgivesmb.com> Unsubscribe
to me ▾

Hi
you have a new update from your Lender regarding your Forgiveness Application.
Login to view details. Have questions? We're here to help.

Click here to view details: https://citi.forgivesmb.com/sign-in

All the best,
Team @ ForgiveSMB

"More Docs Needed" Status

It looks like we missed something when going through the application the first time. Our lender has flagged and left a comment here:

Let's get back to the application. You can do that by clicking here:

Re-entering your Application

You can also choose to re-enter your application through the Connected Accounts page. Whatever is simplest.

Uploading More Supporting Documents

After clicking the **"Upload Docs"** button, we are now back in our application. We can run through the left hand panel and add what our lender has requested.

Make sure you go all the way through to the end of the application once you make changes (steps 5, 6, & 7) so you can review and submit once more.

Signing Your Application

Good news! Our application was approved and we can now sign.

Clicking the "**Sign Application**" button will take us where we need to go!

Review and Sign

Finally, we can review our entire application before signing. By scrolling, we can see every aspect of our application and verify the information.

Once you are sure everything is correct, you can digitally draw your full signature and initials within the box here by clicking and dragging your mouse.

Once that's done, you can click the submit button.

Review and Sign

The last page will ask you to verify your signature placement on the Form 3508/3508EZ that is populated, and then click "I Accept" if you agree to the E-Sign Act Statement.

You **must complete this step** to ensure that your application can be sent to the SBA for their review. You will then see that your application status now says "Pending."