



STEPS TO COMPLETE FORGIVENESS APPLICATION – BORROWER:

1. Follow the Client Portal Link provided to you by noreply@sageworks.com

From *	Date *	Subject *
noreply@sageworks.com	6:16 pm	PPP Forgiveness Application Request for

Subject: PPP Forgiveness Application Request for Business Name
From: noreply@sageworks.com
Date: Mon, June 29, 2020 6:16 pm
To: email@email.com

Dear BUSINESS NAME,

Thank you for banking with Peoples Bank of Alabama for your Paycheck Protection Program loan. In order to apply for loan forgiveness from the Small Business Administration, you will need to complete a forgiveness application and submit supporting documentation to demonstrate funds were used on eligible expenses.

Please use the secure link below to access and complete your application.
You will be prompted to set up a PIN to access this link. Be certain to memorize or store the pin in a secure location as you will need it to continue to access the site and complete the forgiveness request.

<https://www.sageworksanalyst.com/clientportal/ClientPortalDataImport.aspx?auth=fteg-Gx5oODlo--q9tPgUajxMKXBAADEASEUjVfdOOE1&DocumentRetrievalRequestID=233490&selectedProfitEntitiesID=64546478>

If you have any questions or need any assistance, please do not hesitate to reach out to us.

Relationship Manager Name
Title
bankeremail@peoplesbankal.com
Phone Number

2. Create a PIN that you will need to use in the future to access your forgiveness application
 - a. This PIN will need to be between 6-12 characters. It can include numbers, letters, and special characters.

PEOPLES BANK of ALABAMA IN GOD WE TRUST

PROTECTED REQUEST

Create a new PIN for this Forgiveness Request

Your PIN must be between 6 and 12 characters. It can include numbers, letters, and special characters.

Enter PIN

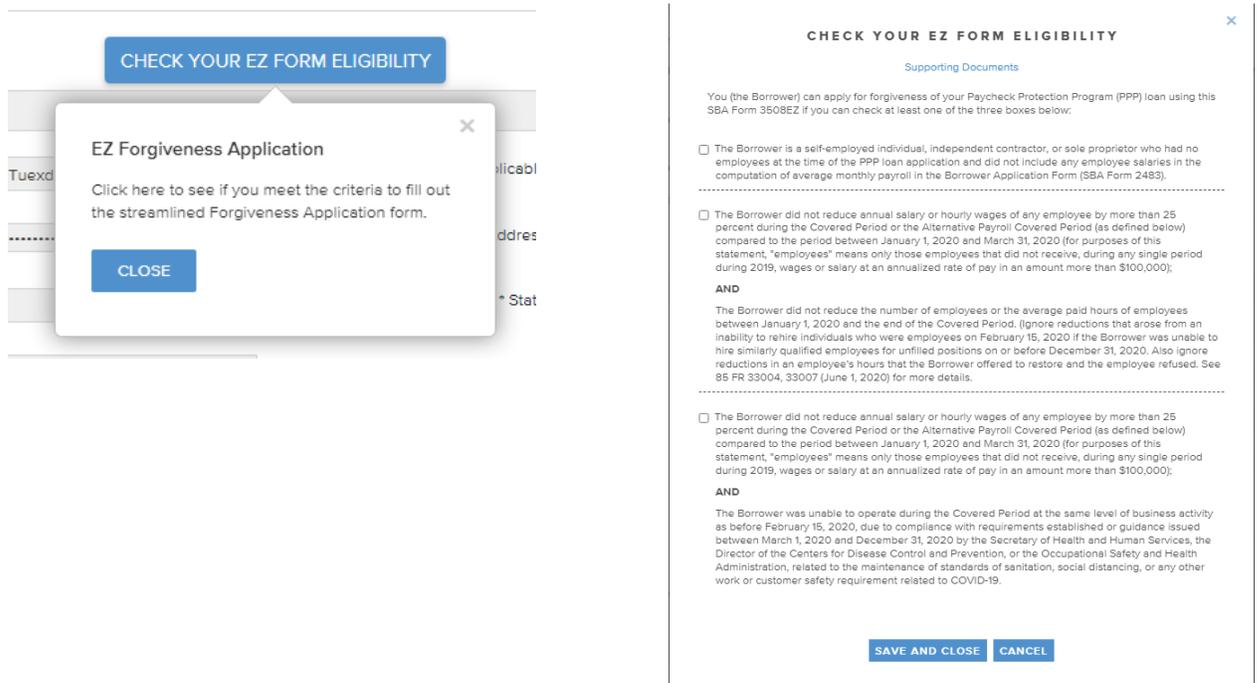
Re-enter PIN

SUBMIT

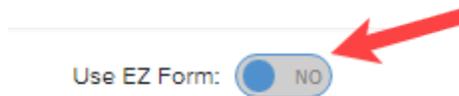
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3. Determine eligibility to use the 3508EZ application (EZ Forgiveness Application)

- a. Click "CHECK YOUR EZ FORM ELIGIBILITY" button
- b. Review and determine eligibility to use the EZ Forgiveness Application



4. If eligible and want to use the 3508EZ application, click the button beside "Use EZ Form:"



After clicking button will change from "NO" to "YES"



5. Review the Business Information Tab

- a. Verify the information in the gray-ed out fields. If anything needs to be corrected, contact your lender to update.
- b. Select "Yes" or "No" if you would like to provide demographic information about your principals (this is voluntary)
 - i. If "Yes" is selected, a new section will open that will allow you to identify for each principal.

6. Employment Information:

- a. Business with employees: Enter the number of employees at time of application and the number of employees at time of Forgiveness Application. Then answer the owner compensation question.
- b. Self-employed individual, an independent contractor, or a sole proprietor who had no employees when you applied for the PPP loan and did not include any employee salaries in calculating average monthly payroll, enter "0" in the two fields under Employment Information. Then answer

EMPLOYMENT INFORMATION

* Number of Employees at Time of Loan Application:

* Number of Employees at Time of Forgiveness Application:

* Did you compensate any owners during the covered period? Yes No

7. Payroll Information:

- a. Select the which covered period you would like to use (either 8 weeks or 24 weeks)
- b. Select the frequency with which payroll is paid to employees

PAYROLL INFORMATION

* Which duration would you like to use for your Covered Period?: 8 weeks 24 weeks

Covered Period, an eight-week (56-day) period starting on the PPP Loan Disbursement Date: 05/11/2020 to 07/05/2020

* The frequency with which payroll is paid to employees is:

- Weekly
- Biweekly (every other week)
- Twice a month
- Monthly
- Other (more often than every 2 weeks)
- Other (less often than every 2 weeks)

SAVE

8. Complete the Loan Information Section

- a. Enter relevant EIDL loan information
- b. Check box if Borrower (together with affiliates, if applicable) received PPP loans in excess of 2 million.

LOAN INFORMATION

* SBA PPP Loan Number:

* Lender PPP Loan Number:

* PPP Loan Amount: \$

* PPP Loan Disbursement Date: 04/16/2020

EIDL Advance Amount: \$

EIDL Application Number:

Check if Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million:

SAVE

9. If you have employees and **NOT using the EZ Forgiveness Application**, complete Schedule A
 - a. Download the Excel Worksheet
 - b. Fill out and Upload Excel Worksheet using the instructions provided on worksheet
 - c. Upload Documents
 - i. Click the upload documents button
 - ii. Check the boxes beside the related field you would like to relate each document to.
 - iii. Drag and drop file or click to upload
 - iv. Click upload at the bottom of the page
 - v. Repeat this process for each document

SCHEDULE A

The Schedule A requires that you enter FTE and payroll data from your Covered Period or Alternative Payroll Covered Period (depending on your selection above). If you need help calculating these values, you may download the Excel worksheet below to get started. If you have already calculated these values, you may skip the worksheet and fill out the Schedule A. Make sure you upload the documents used for your calculations so your lender can easily verify them.

BUSINESS INFORMATION

LOAN INFORMATION

SCHEDULE A

OWNER COMPENSATION

FTE REDUCTIONS

NONPAYROLL COSTS

CALCULATE FORGIVENESS

SUBMIT

Suggested Documents ⓘ

DOWNLOAD BLANK WORKSHEET

UPLOAD COMPLETED WORKSHEET

PPP SCHEDULE A WORKSHEET, TABLE 1 TOTALS

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1: ⓘ No documents uploaded

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1: ⓘ No documents uploaded

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: ⓘ No documents uploaded

PPP SCHEDULE A WORKSHEET, TABLE 2 TOTALS

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2: ⓘ No documents uploaded

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2: ⓘ No documents uploaded

NON-CASH COMPENSATION PAYROLL COSTS DURING THE COVERED PERIOD OR THE ALTERNATIVE PAYROLL COVERED PERIOD

Line 6. Total amount paid by Borrower for employer contributions for employee health insurance: ⓘ No documents uploaded

Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans: ⓘ No documents uploaded

Line 8. Total amount paid by Borrower for employer state and local taxes No documents uploaded

10. If using the **EZ Forgiveness Application**, complete the Employee Compensation Section

EMPLOYEE COMPENSATION

Use this section to enter compensation costs for your employees that were incurred or paid during the Covered Period or Alternative Payroll Covered Period (depending on your selection above).

Suggested Documents ⓘ

Line 1. Total amount paid by Borrower for employee cash compensation: ⓘ No documents uploaded

Line 2. Total amount paid by Borrower for employer contributions for employee health insurance: ⓘ No documents uploaded

Line 3. Total amount paid by Borrower for employer contributions to employee retirement plans: ⓘ No documents uploaded

Line 4. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation: ⓘ No documents uploaded

SAVE

UPLOAD DOCUMENTS

11. Complete Owner Compensation Section (If Applicable)

- Enter 2019 Compensation and Amount Paid*
- Click the Upload Documents button to upload supporting owner compensation documentation

OWNER COMPENSATION

Enter any amounts paid to owners (owner-employees, a self-employed individual, or general partners). In order to calculate the maximum amount you can pay to each owner, first enter the amount of compensation they received in 2019.

[Suggested Documents](#)

Owner Name	2019 Compensation	Amount Paid	Supporting Documents
<input type="text" value="Owner, Test"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	No Document Uploaded

[+ Add an Owner](#)

Total Amount Paid:

*If you receive an error message similar to the below, first change the covered period under payroll information from 8 weeks to 24 weeks and re-enter your information.



If this does not resolve the error, you have entered more compensation than allowed under the PPP forgiveness guidelines.

8 Week Period Calculation: Maximum Amount Paid is calculated by (1) 2019 Compensation DIVIDED by 52 (2) Then multiply by 8.

E.g. 2019 Compensation = \$48,000

$\$48,000 / 52 = \923.08 | $\$923.08 \times 8 = \$7,384.64$ which is the maximum you can enter in the Amount Paid section.

24 Week Period Calculation: Maximum Amount Paid is calculated by taking 2019 Compensation and multiplying by .20833 (2.5 months/12months)

E.g. 2019 Compensation = \$48,000

$\$48,000 \times .20833 = \$9,999.84$ which is the maximum you can enter in the Amount Paid section.

You will need nonpayroll costs to make up the difference in loan amount and forgiveness amount. After calculating the maximum Amount Paid, view the calculated forgiveness amount by scrolling down to the Calculate Forgiveness section and review Line 11. Eligible Nonpayroll Costs are explained under the NONPAYROLL Costs section.

12. Complete the FTE Reductions Section (if applicable – **NOT on EZ Forgiveness Application**)

- a. Review information uploaded from the Schedule A worksheet
- b. Upload relevant documents

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FTE REDUCTIONS

Select your reference period and enter the average FTE during that period. To maximize your potential forgivable amount, you should choose the reference period with the lowest average FTE. If you did experience a reduction in FTEs, here you can determine if you have met the Safe Harbor requirement, which would exempt you from a reduction in your loan forgiveness based on that FTE reduction.

Suggested Documents [?](#)

FTE REFERENCE PERIOD

For purposes of calculating line 11 of PPP Schedule A, the reference period is, at the Borrower's election: [?](#) No documents uploaded

Average FTE During the Chosen Reference Period: [?](#) No documents uploaded

FTE REDUCTION SAFE HARBOR 2

Step 1. The borrower's total average FTE between February 15, 2020 and April 26, 2020: [?](#) No documents uploaded

Step 2. The borrower's total FTE in the borrower's pay period inclusive of February 15, 2020: [?](#) No documents uploaded

Step 3. If step 2 is greater than step 1, proceed to step 4. Otherwise, FTE Reduction Safe Harbor 2 is not applicable. [?](#) Safe Harbor 2 Not Satisfied

Step 4. The borrower's total FTE as the earlier of December 31, 2020 and the date this application is submitted: [?](#) No documents uploaded

Step 5. If the entry for step 4 is greater than or equal to step 2, Line 13 on the Schedule A will equal 1.0 and the FTE Reduction Safe Harbor 2 has been satisfied. [?](#) Safe Harbor 2 Not Satisfied

13. Complete Non-payroll costs section

- a. Enter any relevant non-payroll line items in the table
- b. Upload any relevant documents by clicking the upload documents button

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OWNER COMPENSATION

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NONPAYROLL COSTS

An eligible nonpayroll cost must be paid during the Covered Period or incurred during the Covered Period and paid on or before the next regular billing date, even if the billing date is after the Covered Period. Eligible nonpayroll costs cannot exceed 40% of the total forgiveness amount. Count nonpayroll costs that were both paid and incurred only once.

Nonpayroll costs eligible for forgiveness consist of:

(a) covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 ("business mortgage interest payments");

(b) covered rent obligations: business rent or lease payments pursuant to lease agreements for real or personal property in force before February 15, 2020 ("business rent or lease payments"); and

(c) covered utility payments: business payments for a service for the distribution of electricity, gas, water, telephone, transportation, or internet access for which service began before February 15, 2020 ("business utility payments").

Suggested Documents [?](#)

Date ?	Category ?	Amount ?	Description ?	Supporting Documents
<input type="text" value=""/>	<input type="text" value=""/>	\$ <input type="text" value=""/>	<input type="text" value=""/>	No Document Uploaded
+ Add another expense				

14. Review Calculate Forgiveness Section

CALCULATE FORGIVENESS	
This calculator provides you an estimate of the forgiveness amount you may be eligible for, based on the data you have provided above.	
PAYROLL AND NONPAYROLL COSTS	
Line 1. Payroll Costs (Schedule A, Line 10): ?	\$ 0.00
Line 2. Business Mortgage Interest Payments: ?	\$ 0.00
Line 3. Business Rent or Lease Payments: ?	\$ 0.00
Line 4. Business Utility Payments: ?	\$ 0.00
ADJUSTMENTS FOR FULL-TIME EQUIVALENCY (FTE) AND SALARY/HOURLY WAGE REDUCTIONS	
Line 5. Total Salary/Hourly Wage Reduction (Schedule A, line 3): ?	\$
Line 6. Sum of lines 1, 2, 3, and 4, minus line 5: ?	\$ 0.00
Line 7. FTE Reduction Quotient (Schedule A, line 13): ?	1.0000
POTENTIAL FORGIVENESS AMOUNTS	
Line 8. Modified Total (Line 6 multiplied by Line 7): ?	\$ 0.00
Line 9. PPP Loan Amount:	\$
Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): ?	\$ 0.00
FORGIVENESS AMOUNT	
Line 11. Forgiveness Amount (smallest of lines 8,9,10): ?	\$ 0.00

15. Submit

- Select Authorized representative of the Borrower
- Select from individuals related to the application on the related people tab
- Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
- Verify or enter the email of the authorized signer in the email box
- After information is verified, hit the "Submit"
- If prompted, review and complete any of the missing required fields

SUBMIT	
Before selecting an authorized representative and submitting your request, confirm you have completed all required fields and have uploaded documents to support the data provided.	
Authorized Representative of Borrower: ?	<input type="button" value="SELECT A PERSON"/>
<input type="button" value="SUBMIT"/>	

16. Esign 3508 or 3508EZ through received signature request email. This email will come from echosign@echosign.com

From: echosign@echosign.com,