

## QUICK TIPS FOR NAVIGATING THE PPP LOAN FORGIVENESS APPLICATION PORTAL

### REGISTERING IN THE LOAN FORGIVENESS APPLICATION PORTAL

**Overview:** When registering for the Loan Forgiveness Application Portal, please have the following pieces of information readily available and utilize the following tips to ease the registration process.

- Please remember to have the following pieces of information available:
  - SBA Loan Number or Lender Loan Number
  - Loan Amount
  - Last 4 digits of EIN or TIN (Whichever is applicable)
- If you are unable to find your PPP Portal Borrower Registration email, please check your spam/junk folder. The registration email from 'ppp@cbna.com' may have been filtered to your spam/junk folder.
- After you register your loan, we will send a registration email to the email address you provided on the application. The email will contain a unique link granting you access to the Loan Forgiveness Application Portal.
  - Once you're inside the portal, you can select "Add a Delegate". Delegates can help you fill out the application, but they can not submit the application on your behalf.

### FILLING OUT YOUR LOAN FORGIVENESS APPLICATION

**Overview:** When completing your Loan Forgiveness Application Portal, please have the following pieces of information readily available and utilize the following tips to ease the application process.

- Please [read the instructions](#) for the Form 3508 or the Form 3508 EZ. There is a section that details the required documentation that you will need to submit. When we review the application, we will be looking for the required documentation.
- If you are using the Form 3508 EZ, you need to be able to attest to all the following to be eligible:
  - You did not reduce annual salary or wages by more than 25% during the Covered Period when compared to the period between January 1, 2020 through March 31, 2020.
  - You did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period.
  - You can provide evidence of your Full Time Employee count as of January 1, 2020 and at the end of the Covered Period or when you submitted the application (whichever is applicable).
- Please provide at least one Form 941.
- If you did not use a third-party payroll provider, please provide evidence of the payroll amounts being paid (i.e. bank statements or canceled checks).

- If you are a Sole Proprietor, **and** you based your loan amount on your 2018 Schedule C. **But** you have not provided the bank with your 2019 Schedule C, please provide this information.
- If you are submitting amounts for utilities or rent:
  - Provide evidence of the obligation as of February 15, 2020 in the form of an invoice for utilities or a rental / lease agreement.
  - Provide evidence that the payments were made.
  - For utilities, the previous month's payment listed on the invoice is sufficient evidence.
    - If you do not have an invoice, please provide bank statements or canceled checks.
- If you are submitting health insurance payments, please indicate:
  - Employer Paid (Eligible)
  - Employee Paid (Not eligible because it is included in their payroll)
- If you are submitting contributions to employee retirement plans, please indicate:
  - Employer Paid (Eligible)
  - Employee Paid (Not eligible because it is included in their payroll)
- Employer taxes (i.e. FICA, FUTA, etc.) are **not** eligible for forgiveness.
- If you are including Employer State and Local taxes assessed on employee wages such as unemployment taxes, please provide:
  - State quarterly business
  - Individual employee wage reporting
  - Unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- According to Small Business Association guidance released on August 24, 2020 rent payments made to a related party who owns the property are limited to the allocable interest on the underlying mortgage.
  - If there is no mortgage, no forgiveness is allowed for related party rent payments.
  - On the occasion that the related party is passing the rent on to an unrelated landlord, this is not eligible for forgiveness.
- If the loan forgiveness application reviewer requests additional information, you can upload a word document with the additional information.