

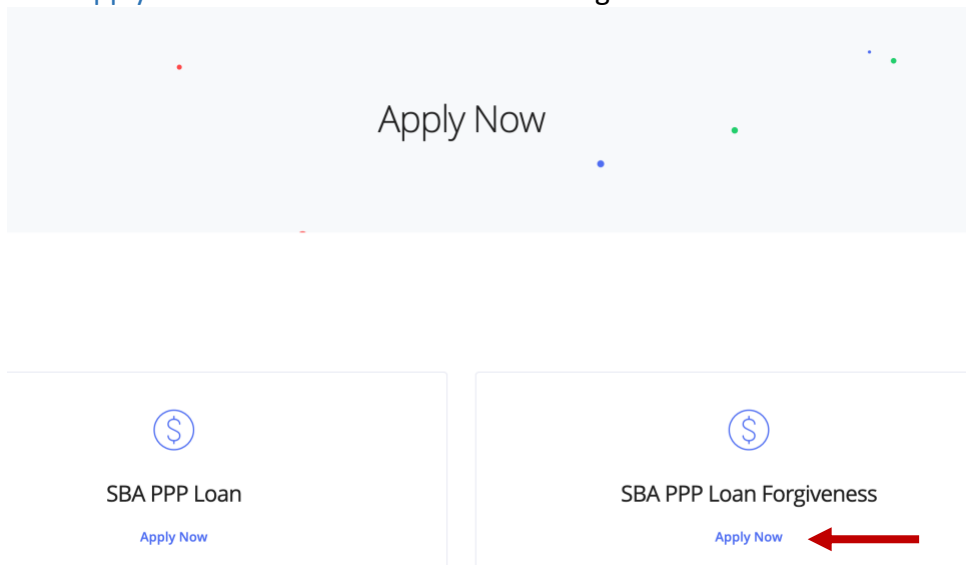


Step-by-step instruction for PPP Loan Forgiveness Application

1. Go to www.americanlendingcenter.com website, click [Apply Now](#) on the Home Page



2. Click [Apply now](#) under the “SBA PPP Loan Forgiveness”.





3. Create an account for your PPP Loan Forgiveness Application.

APPLY FOR PPP

Sign In Create an account

Sign In Forgot your password?

Email

Password

Sign in

Not an American Lending Center member? [Create account](#)

4. Log into your account, click “Apply now” to start your application.

ALC

Our Products

Paycheck Protection Program Loan Forgiveness

ALC is working hand-in-hand with the SBA to connect small Business with emergency loans.

Apply now

Icon: A stack of money with a green checkmark inside a circle.



5. Locate your PPP loan by inputting your **Primary Contact name** and your **Business TIN (EIN, SSN)** (e.g. 111111111) used for your PPP Loan Application.



Loan Forgiveness Application Draft

No drafts available.

Please enter your Primary Contact and Business TIN (EIN, SSN) to fetch your saved application.

Primary Contact

Business TIN (EIN, SSN)

Search

6. Please fill out “**Borrower Title**” and **confirm** all the information on this page, then click “Next”. (If you cannot submit your application now, please click “Save Draft”, so you can come back to the portal and complete it later.)

Business Information

Business Legal Name (Borrower) **DBA or Trade Name (if applicable)**

Business Street Address **City/State/Zip**

Business TIN (EIN, SSN)

Without Spaces or Hyphens

Business Contact Information

Primary Contact **Borrower Title**

Email Address **Phone Number**

US Phone Only: (800)123-4567 ext.1

Save Draft **Next >**



7. Please fill out “**Employees at Time of Forgiveness Application**” and “**Forgiveness Amount**” (The Forgiveness Amount should be your loan amount if you are seeking 100% loan forgiveness). Please **confirm** all the other information on this page, then click “Next”.

PPP Loan

SBA PPP Loan Number

Without Spaces or Hyphens

Lender PPP Loan Number

Without Spaces or Hyphens

PPP Loan Amount

PPP Loan Disbursement Date



Employees

Employees at Time of Loan Application



Must be a whole number

Employees at Time of Forgiveness Application



Must be a whole number

EIDL Details (if applicable)

SBA will, subject to any SBA review of the loan or loan application, remit the appropriate forgiveness amount to the Lender, plus any interest accrued through the date of payment, not later than 90 days after the Lender issues its decision to SBA. **If applicable, SBA will deduct EIDL Advance amounts from the forgiveness amount remitted to the Lender as required by section 1110(e)(6) of the CARES Act.**

EIDL Application Number (if applicable)



EIDL Advance Amount (if applicable)



Forgiveness Amount



Save Draft

< Previous

Next >



8. Upload any supporting documents to verify the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period, click “Submit” to submit your application.

The screenshot shows a web interface for uploading supporting documents. At the top left is the AFC logo. Below it is a blue progress bar. The main heading is "Supporting Documents". Under this, there are two sections: "Payroll" and "Nonpayroll", each with a description and a list of required documents. The "Payroll" section lists: a. Bank account statements or third-party payroll service provider reports; b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period; c. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and d. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state. The "Nonpayroll" section lists: a. Business mortgage interest payments; b. Business rent or lease payments; c. Business utility payments. Below these sections is a "File Upload" section. It contains a table with columns "File", "File Name", and "File Type". The "File" column has a "Choose File" button and the text "No file chosen". The "File Name" column is empty. The "File Type" column has a dropdown menu showing "- None -". Below the table, there is a note: "One file only. 35 MB limit. Allowed types: pdf, xls,xlsx, csv, doc, docx, jpg, jpeg, png. 80 MB limit per form." At the bottom of the "File Upload" section, there is an "Add" button, a text input field containing "1", and the text "more Attachments". At the very bottom of the page, there are three buttons: "Save Draft", "< Previous", and "Submit".

Supporting Documents

Payroll: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:

- Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount.

Nonpayroll: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.

- Business mortgage interest payments: Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
- Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
- Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

File Upload

File	File Name	File Type
<input type="button" value="Choose File"/> No file chosen		- None -

One file only.
35 MB limit.
Allowed types: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, png.
80 MB limit per form.

1 more Attachments

9. We have received your request. **Please check your email and sign the PPP Loan Forgiveness Application Form.** We will send you notification once your application got approved by SBA.

The screenshot shows a confirmation page for the Forgiveness Loan Program. At the top left is the AFC logo. Below it is a blue progress bar. The main heading is "Forgiveness Loan Program". Under this, there is a message: "We have received your request. Please check your email and sign the PPP Loan Forgiveness Application Form". At the bottom of the page, there is a blue button labeled "Done".

Forgiveness Loan Program

We have received your request. Please check your email and sign the PPP Loan Forgiveness Application Form