PPP Forgiveness 3508S Guide Loans \$150,000 & Under

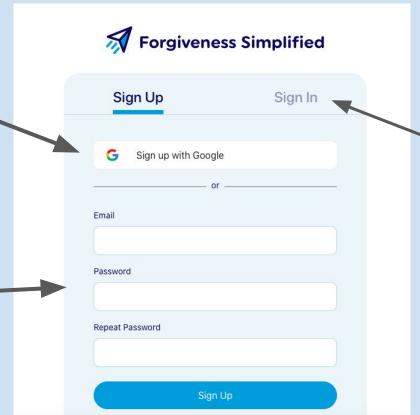
Forgiveness Simplified - forgivesmb.com February 22th, 2021



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. Please check your spam or other folders if you don't see it in your inbox.



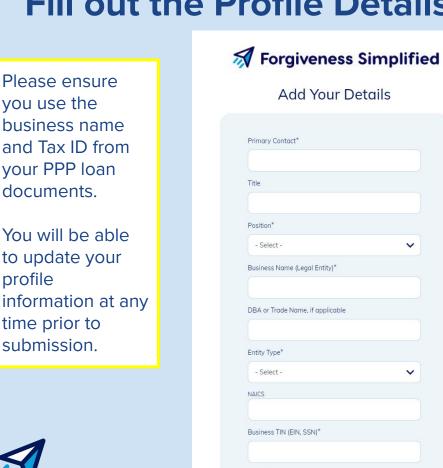
**Please note that any subsequent time that you log in to the application, you should select "Sign In" instead of "Sign Up"



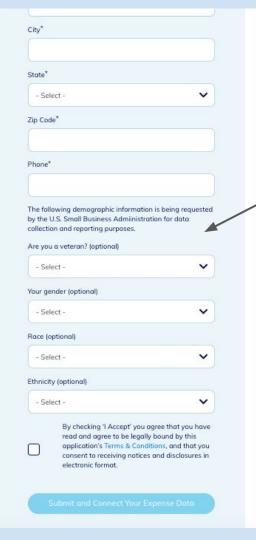
Fill out the Profile Details

Please ensure you use the business name and Tax ID from your PPP Ioan

You will be able to update your profile information at any time prior to submission.



Address*

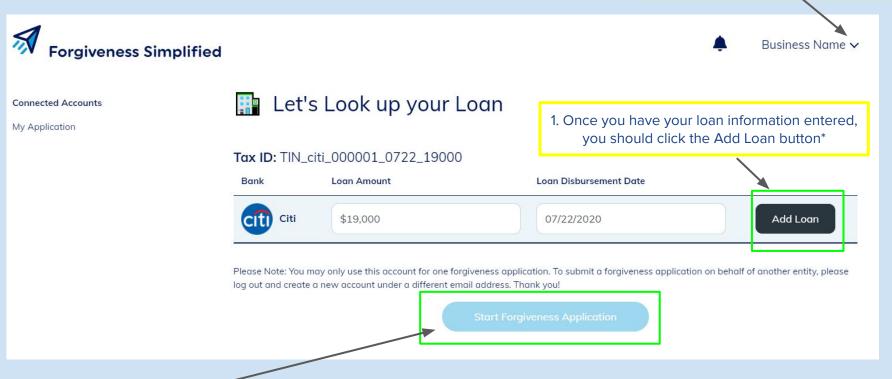


While the demographic information being requested by the SBA is optional, please select "Not Disclosed" from the drop down menu if you choose to not answer.



Connecting Your Loan

Click on the down arrow here at any time to edit the details you entered on the previous page.



A

2. Once everything is matched, click here to start your forgiveness application!

***Can't match your loan info? Reach out to The Borrower Support team!

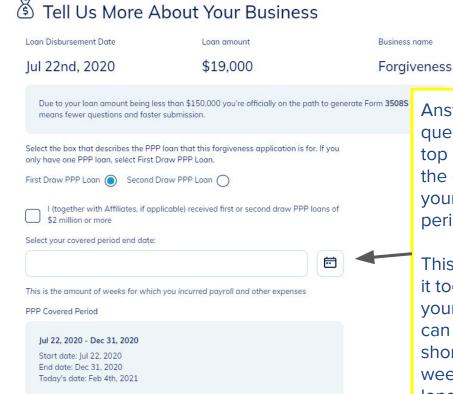




Forgiveness V

The numbered menu on the left can be used to navigate through the application as it is completed.





the end date of your covered period. This is how long it took to spend your loan - it can be no

shorter than 8

weeks and no

longer than 24.

Answer the

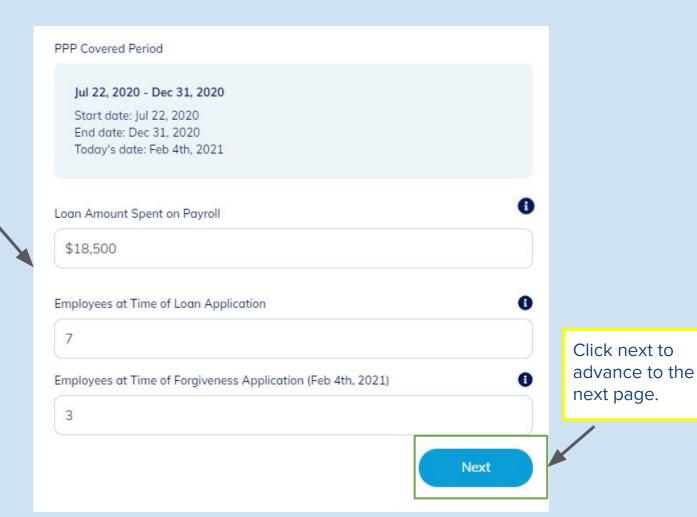
questions at the

top and enter



Here, you will enter the amount of your loan spent on payroll expenses.

Then, report your employee count during these two periods. You can include yourself in this count.





Your Forgiveness Eligibility

Here, you will enter the total amount you wish to be forgiven. Please note that this number cannot exceed your loan amount.



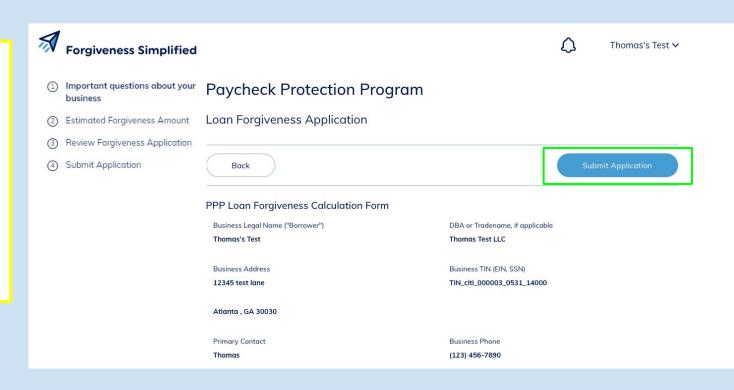


You must enter a forgiveness amount and certify before you are allowed to advance to the Review page.

Review and Submit

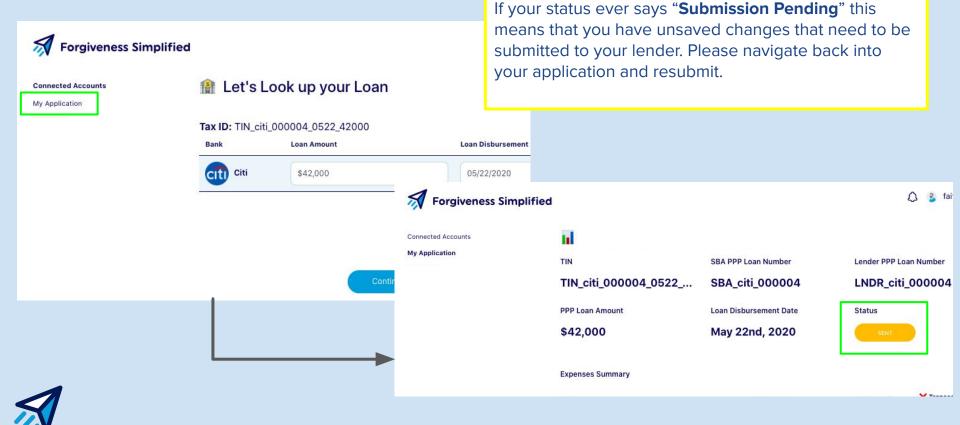
Here, you can review your application details. Once you are happy with your application, you can submit for your lender to review!

You will receive an update via email on your application for the next steps.





"My Application"

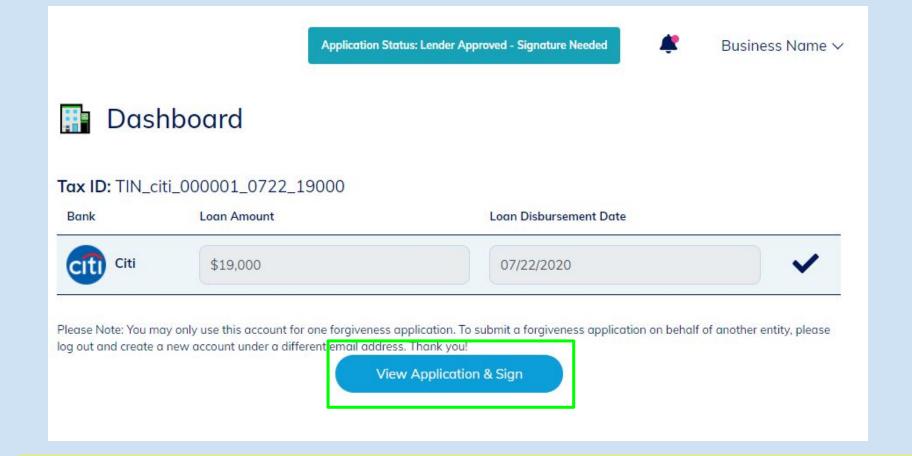


Monitor the status of your application anytime, by

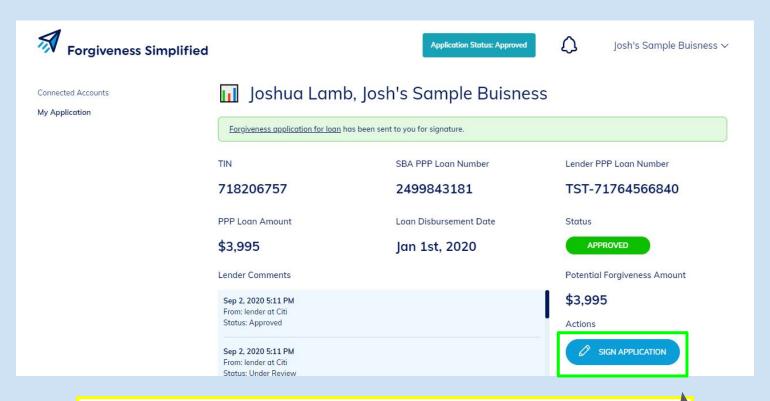
navigating to "My Application" from the dashboard.

Signing Your Application





Looks like the lender has reviewed our application and Approved us! You should be greeted by this page once you sign in. Click the View Application & Sign button.

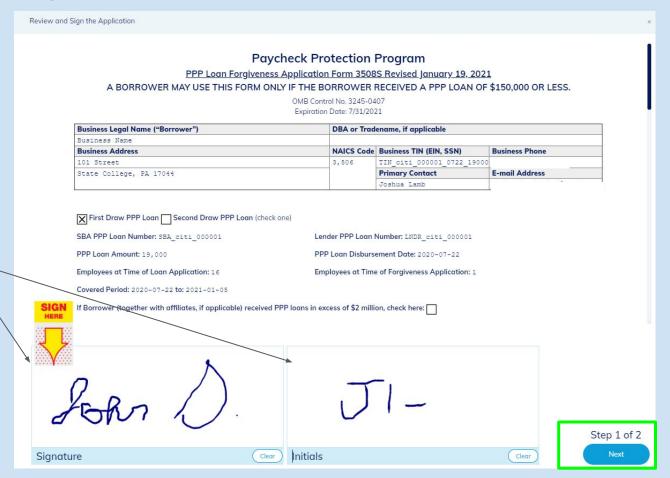


Once you land on this page, or if this is what you see on this page, clicking the "Sign Application" button will take us where we need to go!



Review and Sign - Part 1

To sign your application, you must click and hold down your mouse to "draw" your signature initials in the boxes provided. After that, you should hit submit to populate your signature and initials on the form!





Review and Sign - Part 2

The last page will ask you to verify your signature placement on the Form 3508 S 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."

Review and Sign the Application

Covered Period: 2020-07-22 to: 2021-01-05

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

Amount of Loan Spent on Payroll Costs: Requested Loan Forgiveness Amount: 19,000 19,000

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The authorized representative of the Borrower certifies to all of the below by initialing next to each one.



The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and quidance issued by SBA through the date of this application), including the rules related to:

- · eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs;
- · the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- the calculation of the Borrower's Requested Loan Forgiveness Amount.

Information regarding these requirements may be found in the Form 3508S instructions and the Paycheck Protection Program Rules.

By clicking the 'I Accept' button, you are signing this Forgiveness Application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Application. You further 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.

For more information please refer to the E-sign Act



Step 2 of 2

Have any questions?

Reach out to the Borrower Support team at support@forgivesmb.com

We are available via live chat Monday - Friday from 9 AM - 8 PM Eastern Time. If you have a question outside of those hours, feel free to email or leave your question with your email in the support chat!

Let's help you get 100% Forgiveness!

