

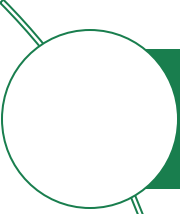


PPP 3508 EZ Forgiveness Form Training

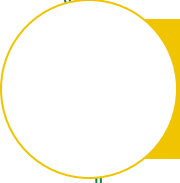
Brought to you by SBA's West Virginia District Office

*Information provided during the training is not intended to be legal advice.
This is an education overview of the information as we understand it currently.*

Housekeeping Items



Thank you for joining! This session is not being recorded but a pdf version of the presentation has been emailed to you.



Please mute your lines. If you are having trouble hearing, please check the volume on your computer.



Submit your questions in the chat function.



Company specific questions and those we are unable to answer can be sent to wvinfo@sba.gov.

Email Updates

**Subscribe to SBA
email updates**



www.sba.gov/updates

Important Contact Information

SBA Office

- www.sba.gov/wv
- wvinfo@sba.gov

PPP FAQ & Interim Final Rule

- www.sba.gov
- www.treasury.gov

SBA Disaster Program Information

- www.sba.gov/disaster
- (800) 659-2955

Paycheck Protection Program Loan Forgiveness Application 3508 EZ Form



Paycheck Protection Program

EZ Forgiveness Application & Instructions

Application

1. Basic Info & Calculations
2. Certifications
3. Demographic Info

Paycheck Protection Program
PPP Loan Forgiveness Application Form 350EZ

Business Loan Information

Business Loan Number: _____ Lender PPP Loan Number: _____
Business Name: _____ FFP Loan Amount: _____
Business Address: _____ FFP Loan Disbursement Date: _____
Phone Number: _____ EIDL Advance Amount: _____
EIDL Application Number: _____

Payroll Schedule

The frequency with which payroll is paid to employees is:
 Weekly Biweekly (every other week) Twice a month Monthly Other _____

Covered Period

Alternative Payroll Covered Period, if applicable: _____

Forgiveness Amount Calculation

Payroll and Nonpayroll Costs

Line 1: Payroll Costs: _____
Line 2: Business Mortgage Interest Payments: _____
Line 3: Business Rent or Lease Payments: _____
Line 4: Business Utility Payments: _____

Potential Forgiveness Amount

Line 5: Add the amounts on lines 1, 2, 3, and 4: _____
Line 6: FFP Loan Amount: _____

Line 7: Payroll Cost 60% Requirement (60% of Line 5 by 6/40): _____

Forgiveness Amount

Line 8: Forgiveness Amount (smaller of lines 5, 6, and 7): _____

SBA Form 350EZ (09/2020)
Page 1

Instructions

1. Checklist of Who Can Use EZ Form (1)
2. Basic Information (1-2)
3. Forgiveness Calculation (2-3)
4. Documents to Submit and Documents to Maintain (4)

Who can use the 3508 EZ Form?

The application can be found at www.sba.gov and www.treasury.gov.

To be eligible to use the 3508 EZ Form, you must be able to select one of three follow criteria:

**Sole Proprietor
with no
Employees**

**CERTIFY
Did not reduce
wages more than
25%
AND
did not reduce
employees or
average paid
hours.**

**CERTIFY
Did not reduce
wages more than
25%
AND
unable to
operate due to
requirements
from HHS, CDC,
or OSHA.**

Source: www.sba.gov and www.treasury.gov



SBA Instructions for Forgiveness Application

You (the Borrower) can apply for forgiveness of your Paycheck Protection Program (PPP) loan using this SBA Form 3508EZ if you can check at least one of the three boxes below. Do not submit this Checklist with your SBA Form 3508EZ.

- The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

- The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, “employees” means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000);

AND

The Borrower 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. (Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020. Also ignore reductions in an employee’s hours that the Borrower offered to restore and the employee refused. See [85 FR 33004](https://www.federalregister.gov/documents/2020/06/01/2020-11330), 33007 (June 1, 2020) for more details.

- The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, “employees” means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000);

AND

The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

If you can check at least one of the three boxes above, complete this SBA Form 3508EZ in accordance with the instructions below, and **submit it to your Lender** (or the Lender that is servicing your loan). Borrowers may also complete this application electronically through their Lender. If you are unable to check one of the boxes above, you cannot use SBA Form 3508EZ and instead you must apply for forgiveness of your PPP loan using SBA Form 3508.

SBA Instructions for Forgiveness Application

Business Legal Name (“Borrower”)/DBA or Tradename (if applicable)/Business TIN (EIN, SSN): Enter the same information as on your Borrower Application Form (SBA Form 2483 or lender’s equivalent).

Business Address/Business Phone/Primary Contact/E-mail Address: Enter the same information as on your Borrower Application Form, unless there has been a change in address or contact information.

SBA PPP Loan Number: Enter the loan number assigned by SBA at the time of loan approval. Request this number from the Lender if necessary.

Lender PPP Loan Number: Enter the loan number assigned to the PPP loan by the Lender.

PPP Loan Amount: Enter the disbursed principal amount of the PPP loan (the total loan amount you received from the Lender).

Employees at Time of Loan Application: Enter the total number of employees at the time of the PPP Loan Application.

Employees at Time of Forgiveness Application: Enter the total number of employees at the time the Borrower is applying for loan forgiveness.

PPP Loan Disbursement Date: Enter the date that you received the PPP loan proceeds from the Lender. If loan proceeds were received on more than one date, enter the first date on which you received PPP loan proceeds.



**Paycheck Protection Program (PPP)
PPP Loan Forgiveness Application Form 3508EZ Checklist**

EIDL Advance Amount: If the Borrower received an Economic Injury Disaster Loan (EIDL) advance, enter the amount.

EIDL Application Number: If the Borrower applied for an EIDL, enter the Borrower's EIDL Application Number.

Payroll Schedule: Select the box that corresponds to your payroll schedule.

Covered Period: The Covered Period is either: (1) the 24-week (168-day) period beginning on the PPP Loan Disbursement Date, or (2) if the Borrower received its PPP loan before June 5, 2020, the Borrower may elect to use an eight-week (56-day) Covered Period. For example, if the Borrower is using a 24-week Covered Period and received its PPP loan proceeds on Monday, April 20, the first day of the Covered Period is April 20 and the last day of the Covered Period is Sunday, October 4. In no event may the Covered Period extend beyond December 31, 2020.

Alternative Payroll Covered Period: For administrative convenience, Borrowers with a biweekly (or more frequent) payroll schedule may elect to calculate eligible payroll costs using the 24-week (168-day) period or for loans received before June 5, 2020 at the election of the borrower, the eight-week (56-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date. For example, if the Borrower is using a 24-week Alternative Payroll Covered Period and received its PPP loan proceeds on Monday, April 20, and the first day of its first pay period following its PPP loan disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday, October 10. Borrowers that elect to use the Alternative Payroll Covered Period must apply the Alternative Payroll Covered Period wherever there is a reference in this application to "the Covered Period or the Alternative Payroll Covered Period." However, Borrowers must apply the Covered Period (not the Alternative Payroll Covered Period) wherever there is a reference in this application to "the Covered Period" only. In no event may the Alternative Payroll Covered Period extend beyond December 31, 2020.

If Borrower Received PPP Loans in Excess of \$2 Million: Check the box if the Borrower, together with its affiliates (to the extent required under SBA's interim final rule on affiliates ([85 FR 20817](#) (April 15, 2020)) and not waived under 15 U.S.C. 636(a)(36)(D)(iv)), received PPP loans with an original principal amount in excess of \$2 million.

Forgiveness Amount Calculation (see Summary of Costs Eligible for Forgiveness below):

Line 1: Enter total eligible payroll costs incurred or paid during the Covered Period or the Alternative Payroll Covered Period. To calculate these costs, sum the following:

Cash Compensation: The sum of gross salary, gross wages, gross tips, gross commissions, paid leave (vacation, family, medical or sick leave, not including leave covered by the Families First Coronavirus Response Act), and allowances for dismissal or separation paid or incurred during the Covered Period or the Alternative Payroll Covered Period. For each individual employee, the total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$46,154 for purposes of this 3508EZ. You can only include compensation of employees who were employed by the Borrower at any point during the Covered Period or Alternative Payroll Covered Period and whose principal place of residence is in the United States.

Employee Benefits: The total amount paid by the Borrower for:

1. Employer contributions for employee health insurance, including employer contributions to a self-insured, employer-sponsored group health plan, but excluding any pre-tax or after-tax contributions by employees. Do not add employer health insurance contributions made on behalf of a self-employed individual, general partners, or owner-employees of an S-corporation, because such payments are already included in their compensation.
2. Employer contributions to employee retirement plans, excluding any pre-tax or after-tax contributions by employees. Do not add employer retirement contributions made on behalf of a self-employed individual or general partners, because such payments are already included in their compensation, and contributions on behalf of owner-employees are capped at 2.5 months' worth of the 2019 contribution amount.
3. Employer state and local taxes paid by the borrower and assessed on employee compensation (e.g., state unemployment insurance tax), excluding any taxes withheld from employee earnings.

Owner Compensation: Enter any amounts paid to owners (owner-employees, a self-employed individual, or general partners). For a 24-week Covered Period, this amount is capped at \$20,833 (the 2.5-month equivalent of \$100,000 per year) for each individual or the 2.5-month equivalent of their applicable compensation in 2019, whichever is lower. For an 8-week Covered Period, this amount is capped at 8/52 of 2019 compensation (up to \$15,385).

Line 2: Enter the amount of business mortgage interest payments paid or incurred during the Covered Period for any business mortgage obligation on real or personal property incurred before February 15, 2020. Do not include prepayments.



**Paycheck Protection Program (PPP)
PPP Loan Forgiveness Application Form 3508EZ Checklist**

Line 3: Enter the amount of business rent or lease payments paid or incurred for real or personal property during the Covered Period, pursuant to lease agreements in force before February 15, 2020.

Line 4: Enter the amount of business utility payments paid or incurred during the Covered Period, for business utilities for which service began before February 15, 2020.

NOTE: For lines 2-4, you are not required to report payments that you do not want to include in the forgiveness amount.

Line 5: Add lines 1 through 4, enter the total.

Line 6: Enter the PPP Loan Amount.

Line 7: Divide the amount on line 1 by 0.60, and enter the amount. This determines whether at least 60% of the potential forgiveness amount was used for payroll costs.

Line 8: Enter the smallest of lines 5, 6, or 7. Note: If applicable, SBA will deduct EIDL Advance Amounts from the forgiveness amount remitted to the Lender.

Summary of Costs Eligible for Forgiveness:

Borrowers are eligible for loan forgiveness for the following costs:

1. **Eligible payroll costs.** Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24-week (168-day) or 8-week (56-day) Covered Period (or Alternative Payroll Covered Period) (“payroll costs”). Payroll costs are considered paid on the day that paychecks are distributed or the Borrower originates an ACH credit transaction. Payroll costs are considered incurred on the day that the employee’s pay is earned. Payroll costs incurred but not paid during the Borrower’s last pay period of the Covered Period (or Alternative Payroll Covered Period) are eligible for forgiveness if paid on or before the next regular payroll date. Otherwise, payroll costs must be paid during the Covered Period (or Alternative Payroll Covered Period). For each individual employee, the total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. Count payroll costs that were both paid and incurred only once. For information on what qualifies as payroll costs, see Interim Final Rule on Paycheck Protection Program posted on April 2, 2020 ([85 FR 20811](#)), as amended by the Revisions to First Interim Final Rule, posted on June 11, 2020). Include only payroll costs for employees whose principal place of residence is in the United States.
2. **Eligible nonpayroll costs.** 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”).

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.



**Paycheck Protection Program (PPP)
PPP Loan Forgiveness Application Form 3508EZ Checklist**

Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application Form 3508EZ

PPP Loan Forgiveness Calculation Form 3508EZ

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:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- 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:
 - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- c. 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.
- d. If you checked only the second box on the checklist on page 1 of these instructions, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.

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

- a. 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.
- b. 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.
- c. 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

Documents that Each Borrower Must Maintain but is Not Required to Submit

Documentation supporting the certification that annual salaries or hourly wages were not reduced by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period relative to the period between January 1, 2020 and March 31, 2020. This documentation must include payroll records that separately list each employee and show the amounts paid to each employee during the period between January 1, 2020 and March 31, 2020, and the amounts paid to each employee during the Covered Period or Alternative Payroll Covered Period.

Documentation regarding any employee job offers and refusals, refusals to accept restoration of reductions in hours, firings for cause, voluntary resignations, written requests by any employee for reductions in work schedule, and any inability to hire similarly qualified employees for unfilled positions on or before December 31, 2020.

Documentation supporting the certification, if applicable, that the Borrower 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 (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020). This documentation must include payroll records that separately list each employee and show the amounts paid to each employee between January 1, 2020 and the end of the Covered Period.

Documentation supporting the certification, if applicable, that the Borrower was unable to operate between February 15, 2020 and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19. This documentation must include copies of the applicable requirements for each borrower location and relevant borrower financial records.

All records relating to the Borrower's PPP loan, including documentation submitted with its PPP loan application, documentation supporting the Borrower's certifications as to the necessity of the loan request and its eligibility for a PPP loan, documentation necessary to support the Borrower's loan forgiveness application, and documentation demonstrating the Borrower's material compliance with PPP requirements. The Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request.

Salary Reduction

- Did not reduce salary/hourly wages by more than 25% for ANY employee.
- List of each employee and show
 - Amount paid to each employee during 1st quarter of 2020
 - Amount paid to each employee during covered
- See page 4 of Instructions.

Staff	Covered Period Average Wage	1st Quarter 2020 Average Wage	Covered Period ÷ 1st Q
Kim	\$15.00	\$15.00	1.00
Nikki	\$15.00	\$20.00	0.75
Melissa	\$15.00	\$15.00	1.00
Leo	\$10.00	\$12.00	0.83

Box 2: Did Not Reduce FTE

Box 2

- Did not reduce number of employees
- Did not reduce the number of average paid hours
- Average # FTE Employees on Jan 1 and at end of Covered Period
 - Ignore reductions
 - Unable to rehire; and,
 - Unable to hire qualified replacements; or
 - Employee refused restored hours.

See Instructions Page 4.

Box 3: Did Not Reduce FTE

Box 3

- Borrowers unable to return to activity at/before Feb 15
- Due to compliance with guidance from HHS, CDC, OSHA
- Related to worker or customer safety requirements
 - [OSHA Guidance on Returning to Work](#)
 - [OSHA Hazard Recognition](#)
 - [OSHA Standards Covid-19](#)
 - [CDC Interim Guidance for Businesses and Employers](#)
 - [CDC How to Protect Your Small Business & Employees](#)
 - [CDC People Who Need to Take Extra Precautions](#)

See Instructions Page 4.

3508 EZ Application - Page 1

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Same Info As Application Form		Same Info As Application Form	
Business Address		Business TIN (EIN, SSN)	Business Phone
Same Info As Application (unless changed)			() -
		Primary Contact	E-mail Address

SBA PPP Loan Number: 00000000-01

Lender PPP Loan Number: SBA # or Lender #

PPP Loan Amount: _____

PPP Loan Disbursement Date: _____

Employees at Time of Loan Application: _____

Employees at Time of Forgiveness Application: _____

EIDL Advance Amount: SBA will deduct.

EIDL Application Number: 3300000000

Covered Period & Payroll Schedules

Covered Period begins when \$ is disbursed

Alternative Covered Period begins on the first day of the next pay period after disbursement.

- Only available for Weekly & Biweekly pay periods.

Payroll Schedule: The frequency with which payroll is paid to employees is:

Weekly Biweekly (every other week) Twice a month Monthly Other _____

Covered Period: _____ to _____

Alternative Payroll Covered Period, if applicable: _____ to _____

Forgiveness Amount Calculation

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:

60%

Line 2. Business Mortgage Interest Payment

Line 3. Business Rent or Lease Payments:

Line 4. Business Utility Payments:

Eligible Payroll Costs for Employees

Line 1 Payroll Costs (See Page 2 of Instructions):

1. Salary/Wages
2. Hazard/bonus pay
3. Commissions
4. Cash Tips
5. Paid Leave (Vacation, Parental, Family, Medical, or Sick Leave)
 - No Families First Coronavirus Response Act
6. Group Health Care Coverage
 - Includes employer contribution to self-insured employer-sponsored plan
 - No pre-tax or after-tax contributions by employees
7. Retirement
 - No pre-tax or after-tax contributions by employees
8. State & Local Employment Taxes

Do not include employer contributions for federal employment taxes.

Employee Cash Compensation Caps

Lesser of...



The \$15,385 comes from $(\$100K / 52 \text{ weeks}) \times 8 \text{ weeks}$

The \$46,154 comes from $(\$100K / 52 \text{ weeks}) \times 24 \text{ weeks}$

Owner/Employees Compensation Caps

Lesser of...

**8 weeks =
\$15,385**

**24 weeks =
\$20,833**

**2.5 x 2019
Mo Ave**

**2.5 x 2019
Mo Ave**

Owner/Employees: What Not to Include

	Retirement	Health	Dividends
Schedule C	✗	✗	
Partner	✗	✗	✗
C-Corp	✓	✓	✗
S-Corp	✓	✗	✗

See page 2 of Instructions.

Payroll Documentation to Submit

Required to Submit (Instructions pg. 4)

1. Bank account statements or 3rd party Payroll Service reports
2. 941 Reports
3. State & Local employee wage reports
4. Health insurance and Retirement paid
 - Account statements & receipts; or
 - Invoices & cancelled checks

Forgiveness Amount Calculation

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:

60%

Line 2. Business Mortgage Interest Paymer

Line 3. Business Rent or Lease Payments:

Line 4. Business Utility Payments:

40%

Non-Payroll Costs

LINE 2 Interest on mortgage obligations

LINE 3 Business rent/lease

LINE 4 Utility payments for

- Electricity
- Gas
- Water
- Transportation* (ex. fuel for business auto)
- Telephone
- Internet Access

See page 2 and 3 of Instructions.

*See August 4 FAQs for additional transportation costs.

Non-Payroll Documentation to Submit

Interest on mortgage obligations

1. Account Statements
 - Feb 2020 and Covered Period and one month afterwards; or
2. Amortization schedule & receipts/cancelled checks

Business rent/lease for real or personal property

1. Account Statements
 - Feb 2020 and Covered Period and one month afterwards; or
2. Lease Agreement and receipts/cancelled checks

Utility payments

1. Account Statements
2. Invoices Feb 2020 and Covered Period
 - Receipts/Cancelled Checks/Account Statements

See page 4 of Instructions.

Forgiveness Calculations

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4:

[Payroll + Nonpayroll](#)

Line 6. PPP Loan Amount:

[PPP Loan Amount](#)

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60):

[Payroll ÷ .60](#)

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): [Smallest of Above](#)

Your Lender Will...

1. Confirm receipt of the borrower application and certifications
2. Confirm receipt of the documentation
3. Confirm calculations on Lines 1, 2, 3, and 4
4. Confirm the correct calculation on Line 7
5. Lender will then upload to SBA
 - SBA Form 3508EZ (pages 1 and 2)
 - PPP Borrower Demographic Information Form (page 3 if provided)

Process for Loan Forgiveness

1. Submit Forgiveness to Lender.
2. Lender reviews-- up to 60 days.
 - Lender will upload to SBA Forgiveness Portal
3. SBA responds– up to 90 days.
 - SBA will deduct EIDL Advance.
4. Lender notifies Borrower of the forgiveness amount.
5. Remaining balance due must be repaid within 2- or 5-year time frame.

If PPP is reviewed by SBA (i.e. over \$2M), the process may be different.

Forgiveness Request Deadline

10 Months to Request Forgiveness

1. Begins after the end of your covered period.
 - No covered period will extend beyond Dec 31, 2020.
2. Interest will continue to accrue.
3. Must ask for forgiveness by Oct 10, 2021.
 - If not, begin making payments on or after Oct 10, 2021.

Can I use 24 instead of 8 Weeks?

- Flexibility Act **automatically extended** the length from 8 up to 24 weeks.
- Can elect to use the original 8-week covered period.



When Can I Ask for Forgiveness?

1. Lender notifies.
2. Funds have been expended (7-24 weeks)
3. Before Deferment Ends-- 10 months from last day of covered period.
 - Before October 10, 2021.



Is interest on unsecured credit eligible?

1. No. Payments for interest on UNSECURED credit, like credit cards, is not eligible for forgiveness.
2. “Although... a permissible use of PPP loan proceeds, this expense is not eligible for forgiveness.”

See page 7 of new August 4 FAQs.



What Will My Lender Submit to SBA?

1. SBA Form 3508 EZ (pages 1 and 2)
 - Or lender equivalent
2. Demographic Info if provided (page 3)
3. The Lender should work with the borrower to remedy errors.
4. SBA may require additional documentation
 - Will request from Lender



Who Chooses Which Forgiveness Form?

- Lenders have been directed to use the form they receive from the Borrower to submit a forgiveness decision.



Are there other relief programs available?

WV CARES Act Small Business Grant Program

- This is a state program, not federal.

WV CARES Act Small Business Grant Program

833-94-GRANT

WVSBGrant@wv.gov

WV Vendor Registration Issues (wvOASIS)

855-666-8823

GrantTechSupport@wv.gov

