Paycheck Protection Program (PPP) Forgiveness:

Completing the Standard Application (Form 3508)

REGIONS

Internal Use

How To Use This Guide

This guide will help you easily navigate Regions' PPP Forgiveness Application process using the tools and resources provided to you through the Regions PPP Portal.

This guide contains the following:

- Step-by-step instructions on how to:
  - Log into the Regions PPP Forgiveness Portal
  - Search for your loan
  - Complete and submit the digital PPP Forgiveness Application, to include all other required supporting documentation

Logging In

Regions CARES Portal: Log In

Regions recommends that you use a laptop or desktop computer, not a mobile device, and the most current desktop version of one of the following browsers*:

- Google® Chrome™
- Microsoft Edge®
- Apple® Safari®
- Mozilla Firefox™

If you elect not to upgrade your browser, your experience may not be optimal, and the browser may not support the latest standards for safe and secure transactions.

If you have issues uploading documents, you may need to disable your browser popup blocker.

Note: Only 1 set of Regions Online Banking credentials (Online Banking ID and Password) can be used to access your loan via the Regions CARES Portal. Please ensure you use the same credentials each time you log in so you can access your loan and check the status.

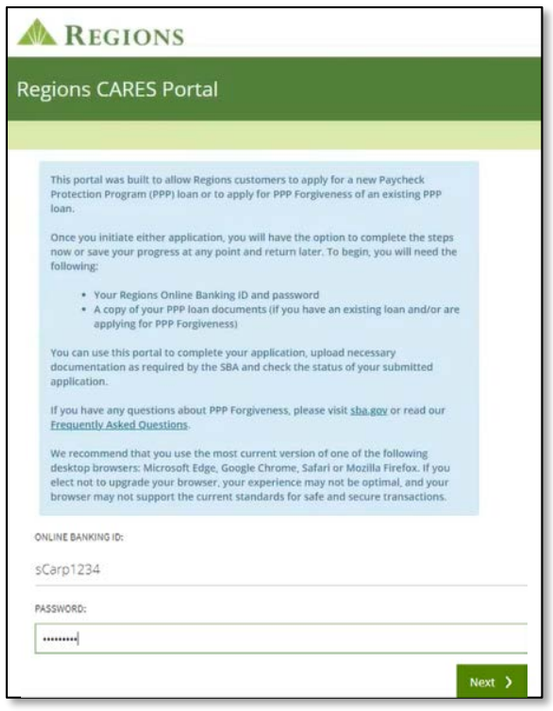
Tip: Before logging in to the Portal, log in to Regions Online Banking to ensure you have an email address tied to your account.

- Log in to regions.com > Customer Service > Settings > Add/Edit Email

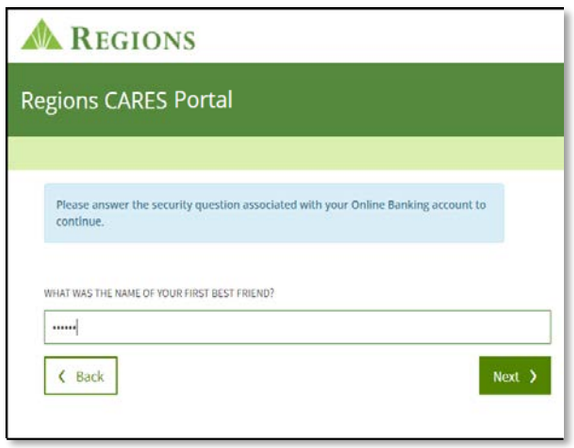
*IMPORTANT: Neither Regions nor any of its affiliates endorses or recommends any browser products or services listed, nor may they be held liable for any failure of products or services. Apple and Safari are registered trademarks of Apple, Inc. Microsoft, Microsoft Edge and Internet Explorer are registered trademarks of Microsoft Corporation in the United States and/or other countries. Mozilla and Firefox are trademarks of the Mozilla Foundation. Google is a registered trademark of Google, Inc. Google Chrome is a trademark of Google, Inc.

Log In using your Regions Online Banking credentials to access the Regions CARES Portal.

- Enter your Online Banking ID and Password, then click **Next**.



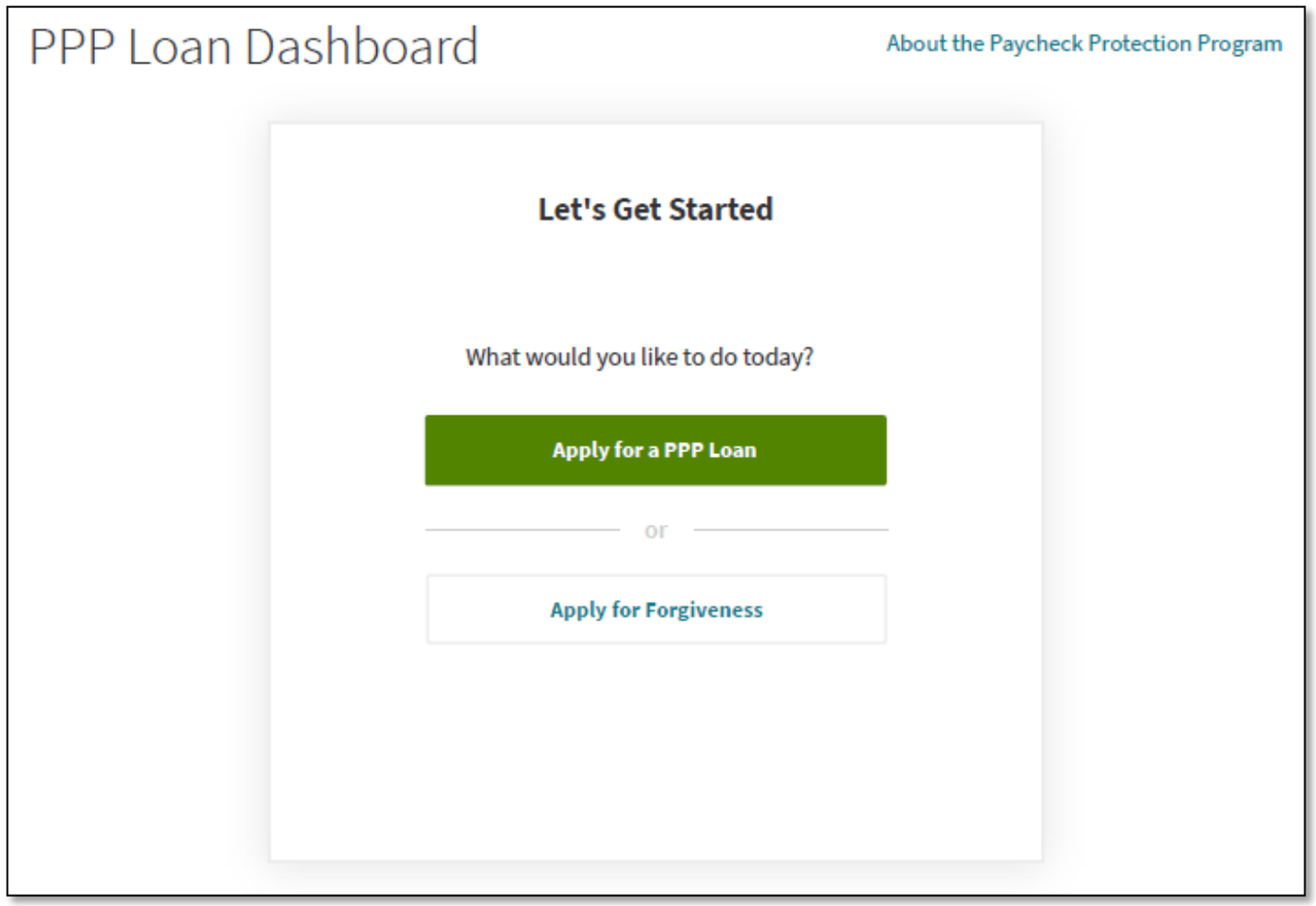
- Answer the Security Question, then click **Next**.



Getting Started

After logging in to the Regions Cares Portal the **Let's Get Started** page will display.

- Click on the option you wish to complete.
- For the purpose of this reference guide, select **Apply for Forgiveness**.



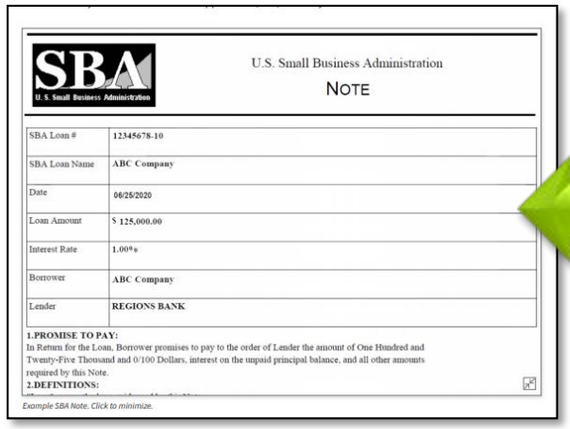
Loan Dashboard: Loan Search

After selecting **Apply for Forgiveness**, if your loan is not found, you will need to search for your original PPP loan.

To locate your loan, you will be prompted to enter the following:
- SBA PPP 7(a) Loan Authorization Number
- TIN
- Loan Amount

Note: You can obtain the SBA Authorization Number from your PPP Term Loan Note. Click on the Note image to see an enlarged example that shows where to find the information.

- Once you have entered the required information, click **Search for Loan**.

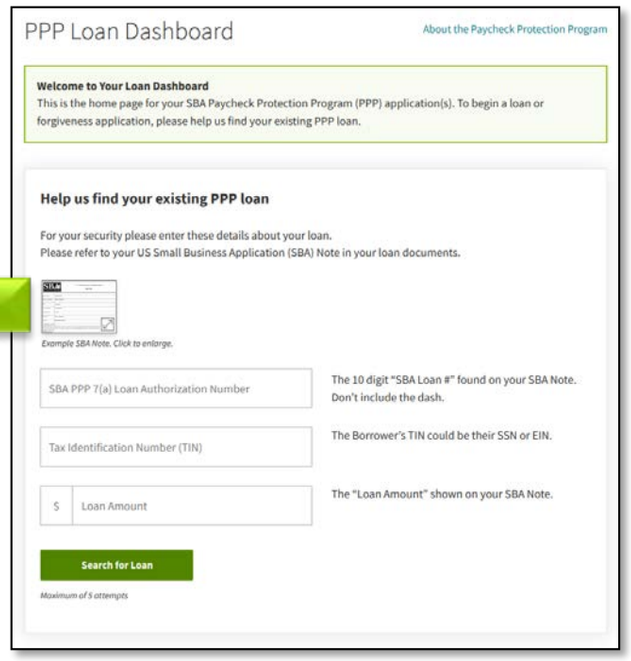

U.S. Small Business Administration

NOTE

SBA Loan #	12345678-10
SBA Loan Name	ABC Company
Date	06/25/2020
Loan Amount	$ 125,000.00
Interest Rate	1.00%
Borrower	ABC Company
Lender	REGIONS BANK

1.PROMISE TO PAY:
In Return for the Loan, Borrower promises to pay to the order of Lender the amount of One Hundred and Twenty-Five Thousand and 0/100 Dollars, interest on the unpaid principal balance, and all other amounts required by this Note.
2.DEFINITIONS:

Example SBA Note. Click to minimize.


PPP Loan Dashboard

About the Paycheck Protection Program

Welcome to Your Loan Dashboard
This is the home page for your SBA Paycheck Protection Program (PPP) application(s). To begin a loan or forgiveness application, please help us find your existing PPP loan.

Help us find your existing PPP loan

For your security please enter these details about your loan.
Please refer to your US Small Business Application (SBA) Note in your loan documents.

Example SBA Note. Click to enlarge.

SBA PPP 7(a) Loan Authorization Number — The 10 digit "SBA Loan #" found on your SBA Note. Don't include the dash.

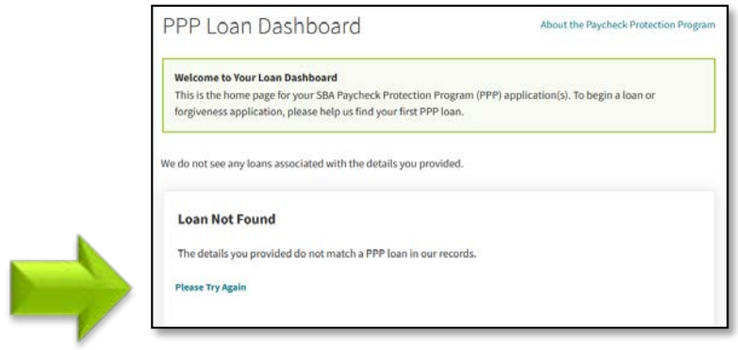
Tax Identification Number (TIN) — The Borrower's TIN could be their SSN or EIN.

$ Loan Amount — The "Loan Amount" shown on your SBA Note.

Search for Loan

Maximum of 5 attempts

- If the loan is still not located, click **Please Try Again** and re-enter the information.
- After 5 attempts the system will lock you out.
- Contact your local banker or branch to be reset.


PPP Loan Dashboard

About the Paycheck Protection Program

Welcome to Your Loan Dashboard
This is the home page for your SBA Paycheck Protection Program (PPP) application(s). To begin a loan or forgiveness application, please help us find your first PPP loan.

We do not see any loans associated with the details you provided.

Loan Not Found

The details you provided do not match a PPP loan in our records.

Please Try Again

- Once your loan has been located, review the loan information. You will then be given options on how to proceed based on where you are in the process with **Forgiveness** and your **Second PPP Loan**.
  - ➢ *See the next page for more details*

PPP Loan Dashboard

About the Paycheck Protection Program

Manage Your PPP Loan and Forgiveness Application(s)
Come back to this page at any time to apply for a PPP loan, apply for forgiveness on an existing PPP loan, check application status, or manage your existing application(s).

Your Loans

Pop Pop Pop LLC

SBA PPP Loan 1

SBA PPP Loan Number 1918383
Loan Amount $225,000.00
Disbursement Date 4/20/2020
Last Date to Apply for Forgiveness 02/26/2021
Forgiveness Application Status Not Started

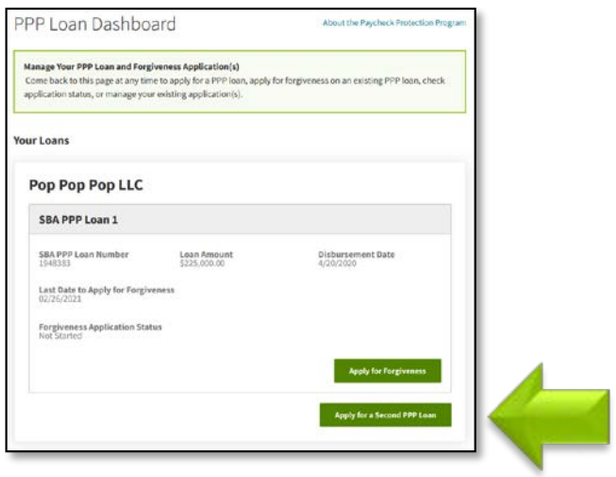
Apply for Forgiveness

Apply for a Second PPP Loan

Loan Dashboard: Application Status

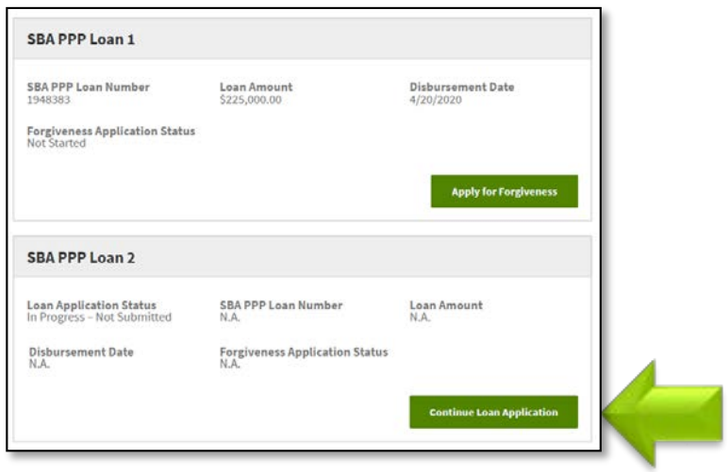
Not Started - If you have not started your **Forgiveness Application**, you will be given the option to start each of those.

- Click **Apply for Forgiveness**



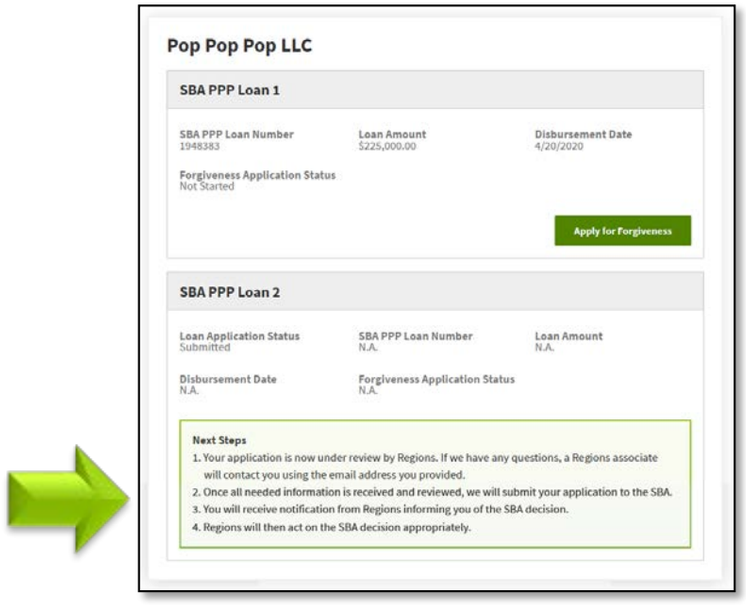
In Progress – Not Submitted - If you have started your **Forgiveness** application you will have the option to **Continue Forgiveness Application**

- Click **Continue Forgiveness Application**



Submitted - If you have submitted your **Forgiveness** application the **Forgiveness** status will reflect **Submitted**.

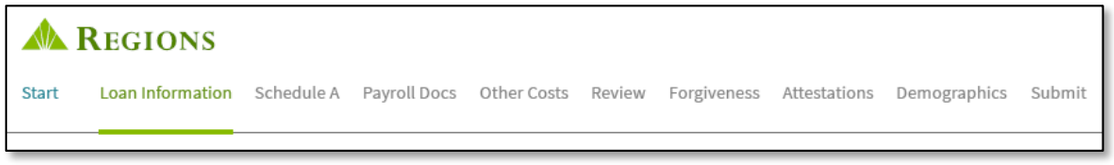
- Review **Next Steps** for more details



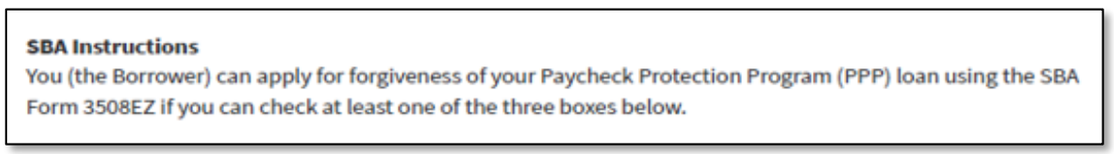
Get Started: Navigation

As you complete the application there are important indicators, instructions, notes and warnings that you need to read carefully.

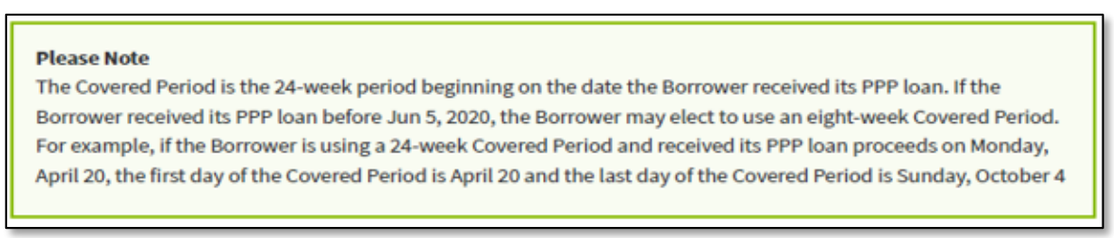
1. The stages of the application display at the top of the screen to identify where you are in the application process, and what stages you have left.



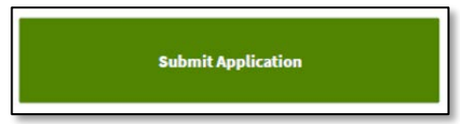
2. In each section, you will find **SBA Instructions** boxes. These mirror the instructions and guidance provided by the SBA in the Schedule A Worksheet for the section that follows.



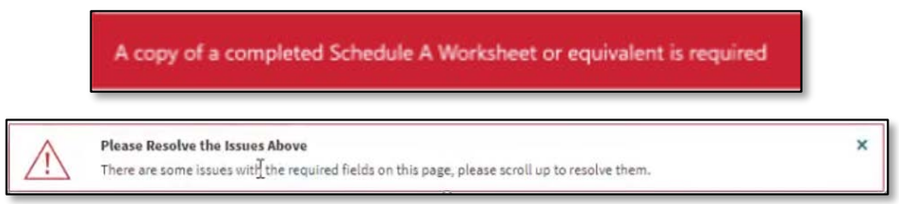
3. You can find additional instructions, examples and explanations in the **Please Note** boxes to help you complete the application.



4. The navigation buttons are located at the bottom of each screen.
   - **Back** – Will take you back one screen at a time and can be used until you submit the application.
   - **Save** – Allows you to save the application at anytime prior to submission so you can return to it at a later time. **Note:** Selecting Save does NOT submit the application.
   - **Save and Continue** – Saves the information entered into the page and advances the application to the next page or section. **Note:** Selecting Save and Continue does NOT submit the application.
   - **Submit Application** – Submits the application to Regions to begin the review process. Once you submit the application, you cannot make further changes to it.



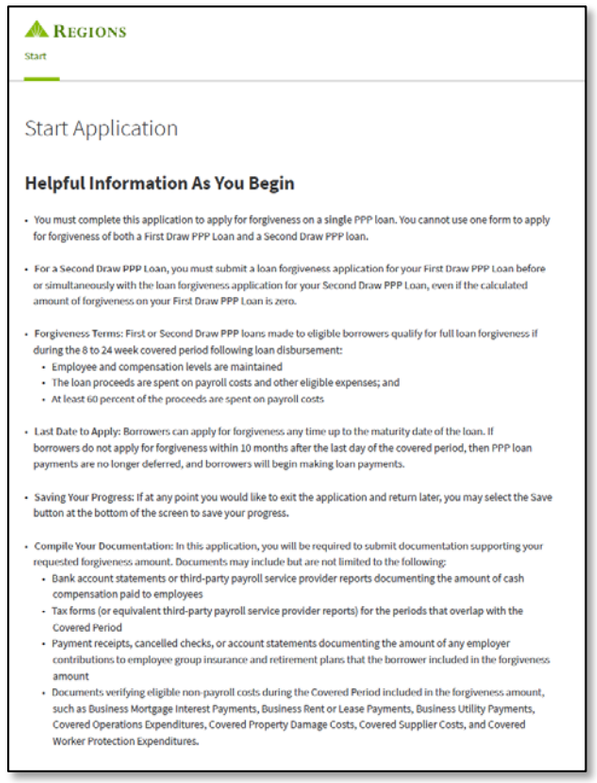
5. Warning message will display in red indicating a missed step or incomplete information.



Start: Start Application

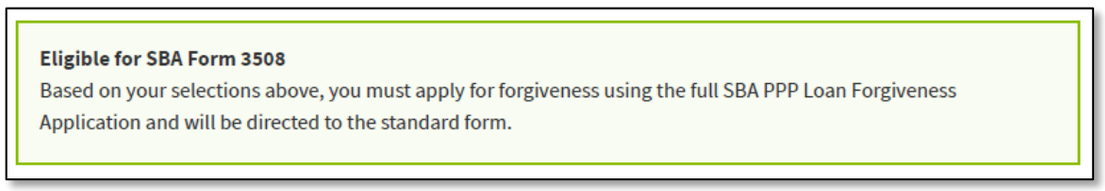
This page will determine if you are eligible to complete the Standard Application (Form 3508) or the EZ Application (Form 3508 EZ).

- Prior to answering the presented questions, please carefully review the **Helpful Information As You Begin** section.



- After reviewing, answer the questions presented in the **SBA Form Eligibility** section.
  Note: The questions presented will display and change based on how each of the previous questions are answered.

- If you are eligible to complete the Standard Application (Form 3508) the following message will appear.



Click **Save and Continue**

Note: If you are eligible to submit the EZ Application, Click Here to access the PPP Forgiveness EZ Application Reference Guide.

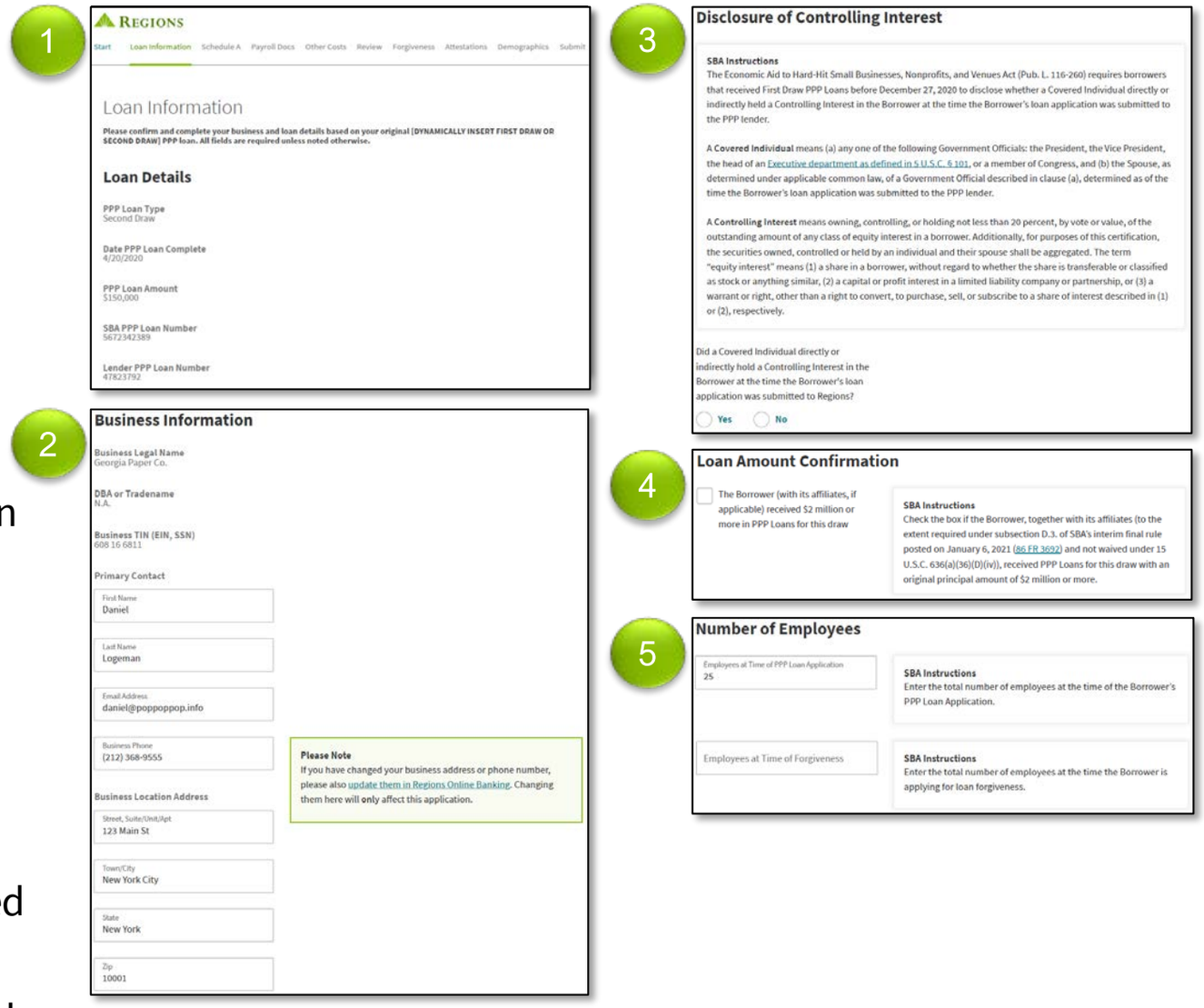
Standard Application

Standard Application: Loan Information

The **Loan Information** page will display review and update all information:

1. Loan Details – Confirm the information displayed to ensure you have accessed the correct loan.
2. Business Information – Verify that the information reflected is correct and edit, if needed. If the edits reflect a permanent change, you will also need to make the update in Online Banking by using the link provided in the green note section.
3. Disclosure of Controlling Interest – If you received a First Draw loan before December 27, 2020 this section will display. Read the **SBA Instructions**, then select **Yes** or **No** based on whether or not a Covered Individual directly or indirectly held a Controlling Interest in the Borrower at the time the Borrower's loan application was submitted to Regions.
4. Loan Amount Confirmation – Check the box **ONLY IF** the Borrower (with its affiliates, if applicable) received $2 million or more in PPP Loans for this draw.
5. Number of Employees – The number will prefill based on the original loan application, edit the number if needed. Then enter the number of employees at the time of applying for Forgiveness.

Then, scroll down.

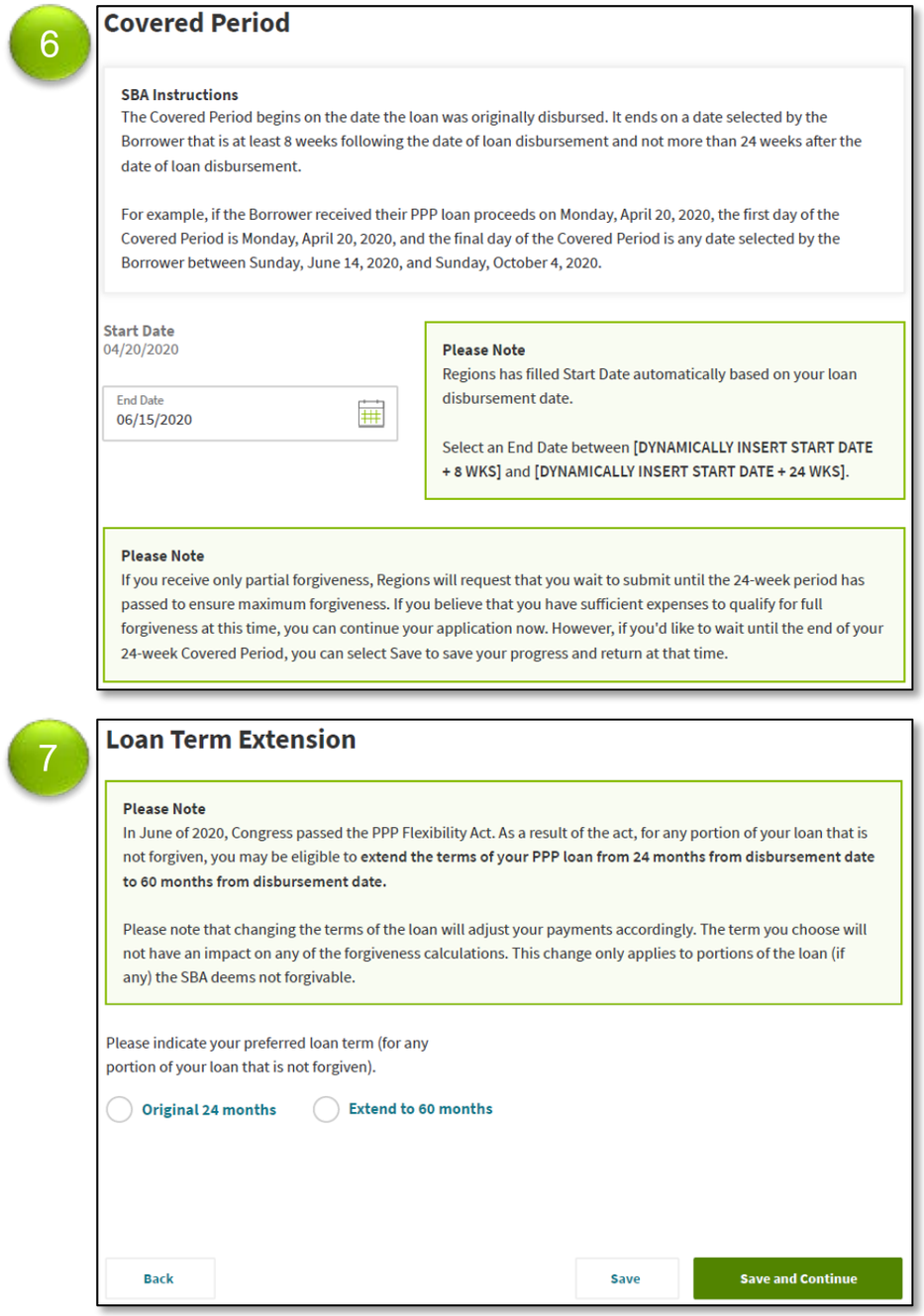


Standard Application: Loan Information

6. Covered Period – The **Start Date** will pre-fill based on your loan disbursement date. Select an End Date for the Covered Period that falls at least 8 weeks after the date of the loan disbursement and not more that 24 weeks after the date of the loan disbursement.

   To assist in select a valid end date, Regions is providing the valid date range in the Please Note section. Ensure you are selecting a date within the date range provided.
   Note: If you receive only partial forgiveness, Regions will request that you wait to submit until the 24-week period has passed to ensure maximum forgiveness. If you believe that you have sufficient expenses to qualify for full forgiveness at this time, you can continue your application. However, if you'd like to wait until the end of your 24-week Covered Period, you can select Save to save your progress and return at that time.

7. Loan Term Extension – Only applies if you do **NOT** qualify for full forgiveness. Make your selection based on the information provided in the **Please Note** section.



Click **Save and Continue**

Schedule A

Standard Application: Schedule A

As part of the Standard Application, you must complete and upload a Schedule A Worksheet prior to completing the application.

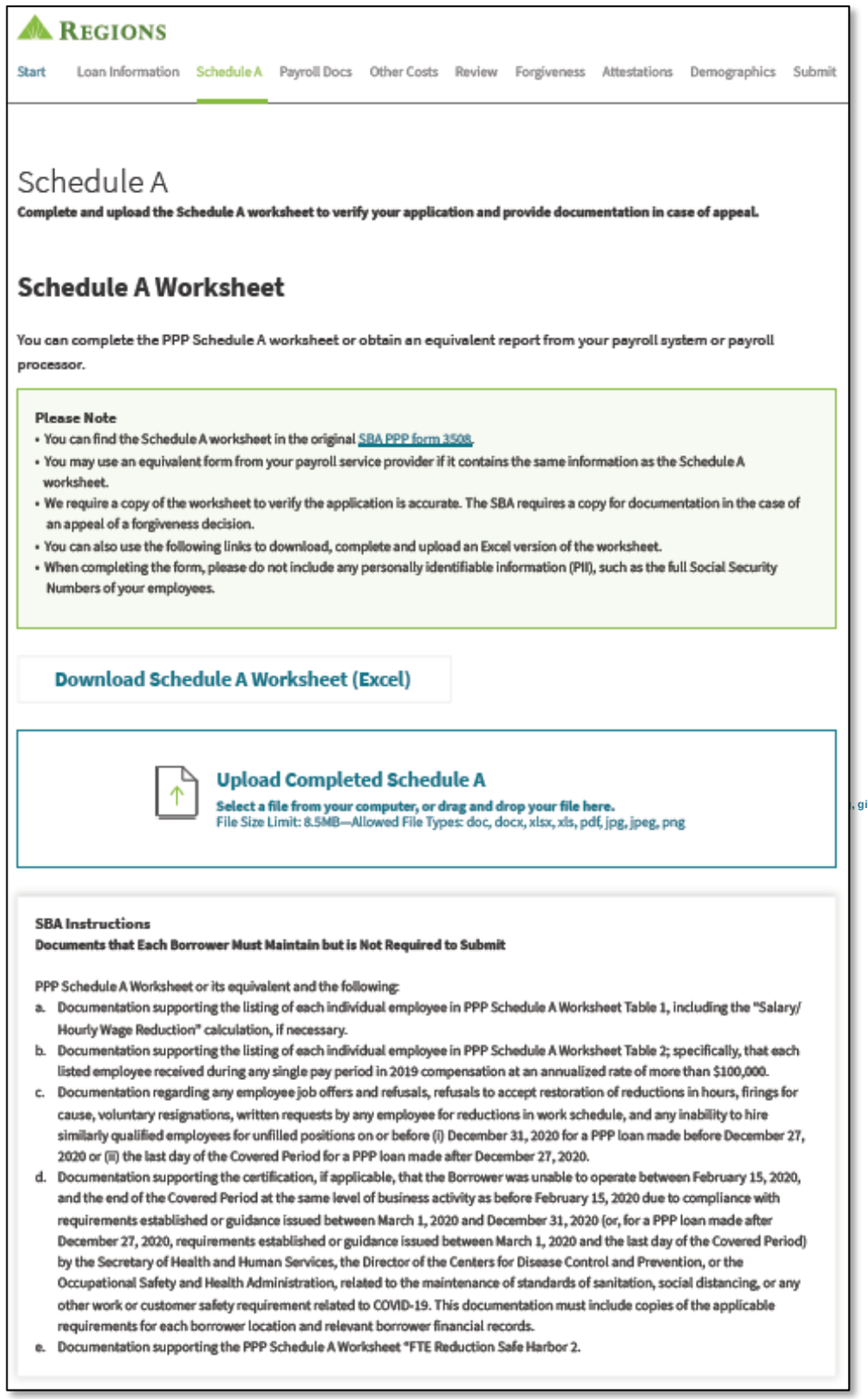
You can download the Schedule A Worksheet using the **Download Schedule A Worksheet (Excel)** link.

You must complete the Schedule A Worksheet prior to continuing forward beyond this point.
You may click Save at the bottom of the screen and return once the worksheet is completed.

Once you have completed the worksheet, upload it using the **Upload Completed Schedule A Worksheet or Equivalent** option.

- You can save and then upload the worksheet by clicking on the option and retrieving it from the saved location. Or, simply drag and drop it in the option box.
- Once you have uploaded the worksheet, the following blue box will appear:

Continue the application by scrolling down to the **Worksheet Table 1 Totals.** You will need the completed **Schedule A Worksheet** either printed or visible on your screen to complete the application.

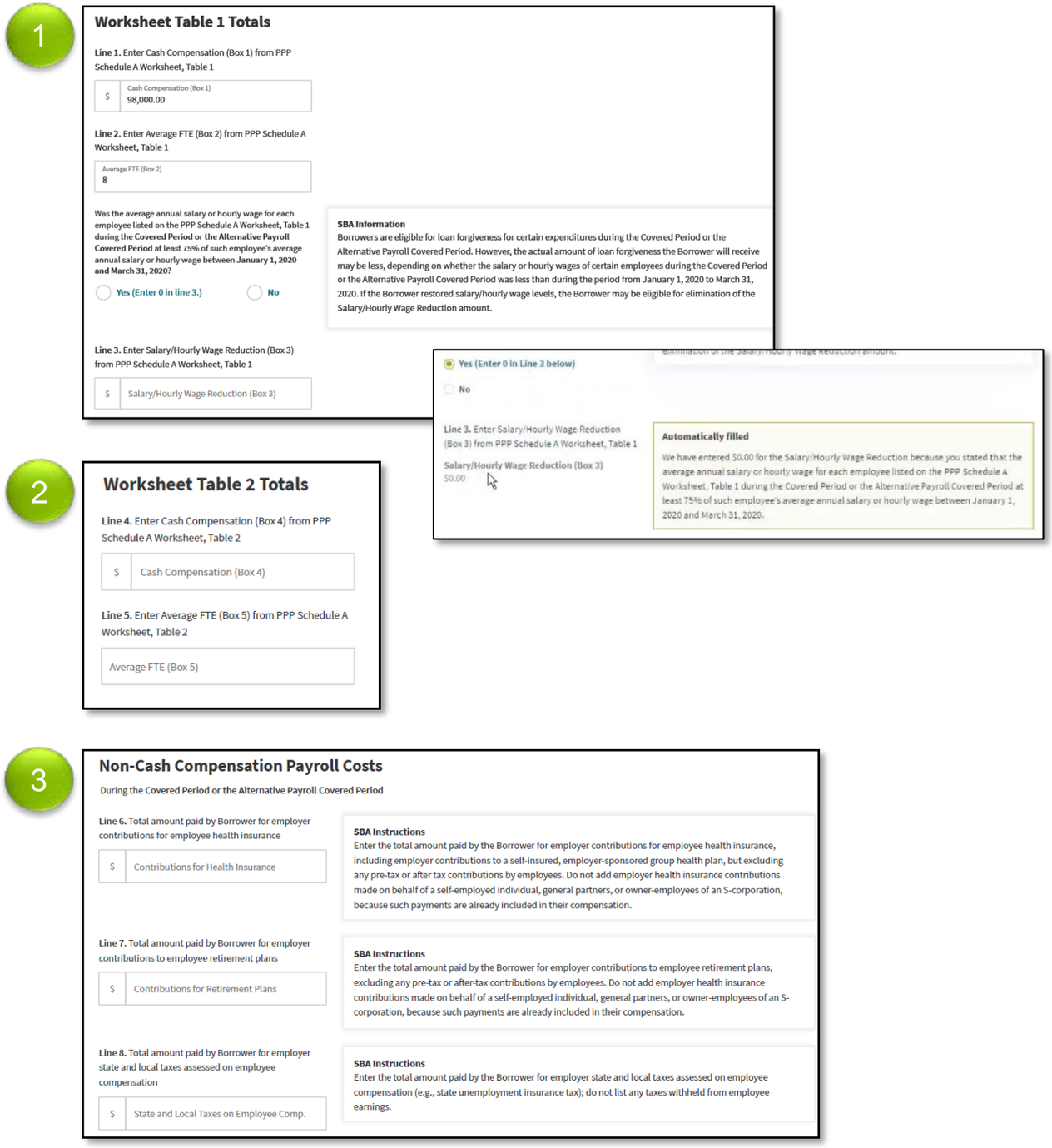


Standard Application: Schedule A

From the completed PPP Schedule A Worksheet, enter:

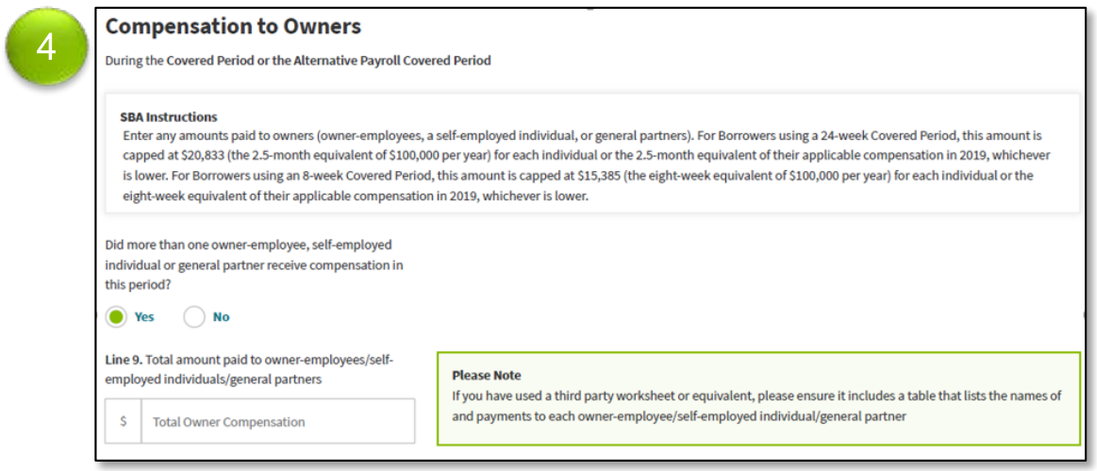
1. Worksheet Table 1 Totals – Cash Compensation Box 1 & 2, Table 1. Then select Yes or No regarding the percentage of the annual salary or hourly wage for each employee during the Covered Period or Alternative Payroll Covered Period. If you mark Yes, Line 3 will automatically prefill.
2. Worksheet Table 2 Totals – Cash Compensation Box 4 & 5, Table 2.
3. Non-Cash Compensation Payroll Costs – Total amount paid by Borrower for employer contributions for:
   - Employee Health Insurance, Line 6
   - Employee Retirement Plans, Line 7
   - State and Local Taxes on Employee Compensation, Line 8

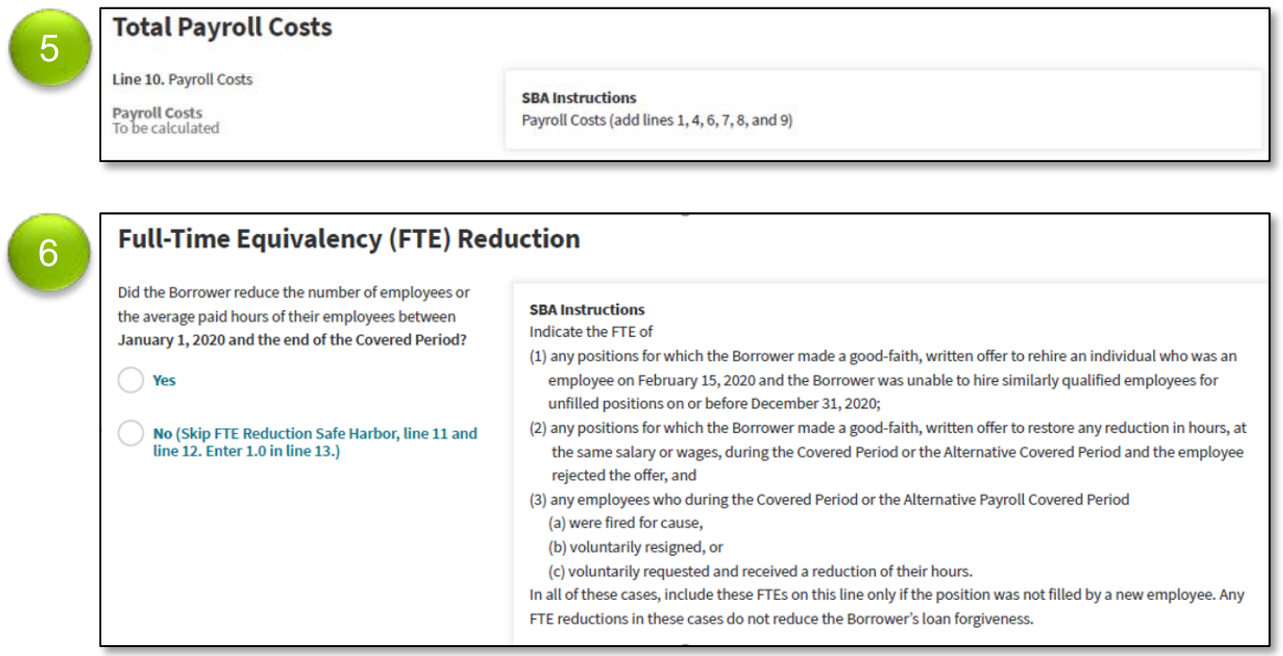
Note: You must enter "0" into fields for which a cost is not being entered to prevent the system from requiring supporting documentation to be uploaded.

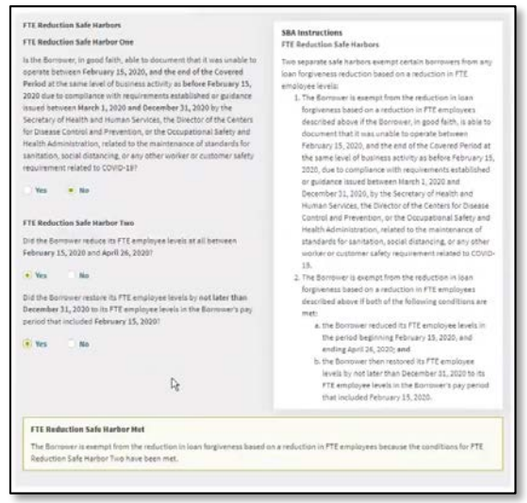


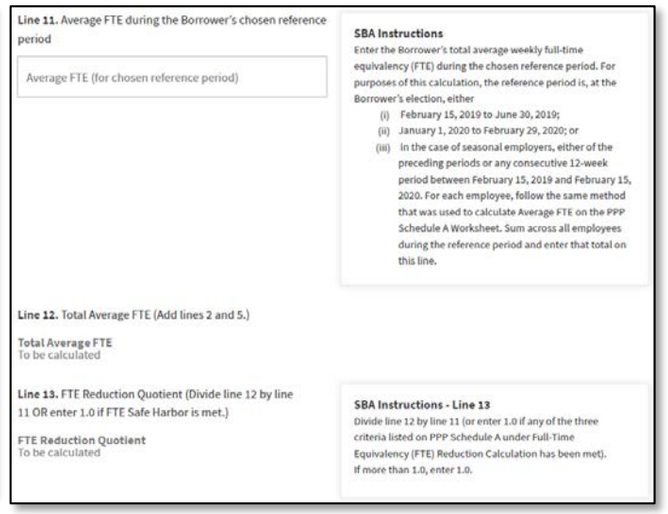
Standard Application: Schedule A

4. Compensation to Owners– Select Yes or No regarding whether or not more than one owner-employee, self-employed individual or general partner received compensation during the Covered Period or Alternative Payroll Covered Period.
   If Yes, then enter the total amount paid, Line 9.
5. Total Payroll Costs – Prefills based on previous values.
6. Full-Time Equivalency (FTE) Reduction – Select Yes or No regarding the FTE reduction question.
   If No, you will skip FTE Reduction Safe Harbor, Line 11 and Line 12. 1.0 will automatically prefill in Line 13.
   If Yes, the FTE Reduction Safe Harbors must be completed following the instructions provided within the section, as this is not part of the Schedule A Worksheet.









Click **Save and Continue**

Payroll

Required Supporting Documents

Supporting documentation must be available in electronic format so that you can attach it to the online Forgiveness Application. You will only be required to provide documentation verifying those cost for which you are seeking forgiveness. For example, if you are only seeking forgiveness of Payroll Cost, you are not required to provide documentation of Non-Payroll Cost (though you may elect to do so if you choose).

You will upload documents at different times in the application process, and they must meet the following requirements:

- Uploaded documents must be no larger than 8.5 MB and in one of the following formats:
  doc, docx, xlsx, xls, pdf, jpg, jpeg, png
- You can remove and upload documents again if corrections are needed.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the review of your application. Not doing so could delay the submission of your application to the SBA and require further contact from a Regions Banker.

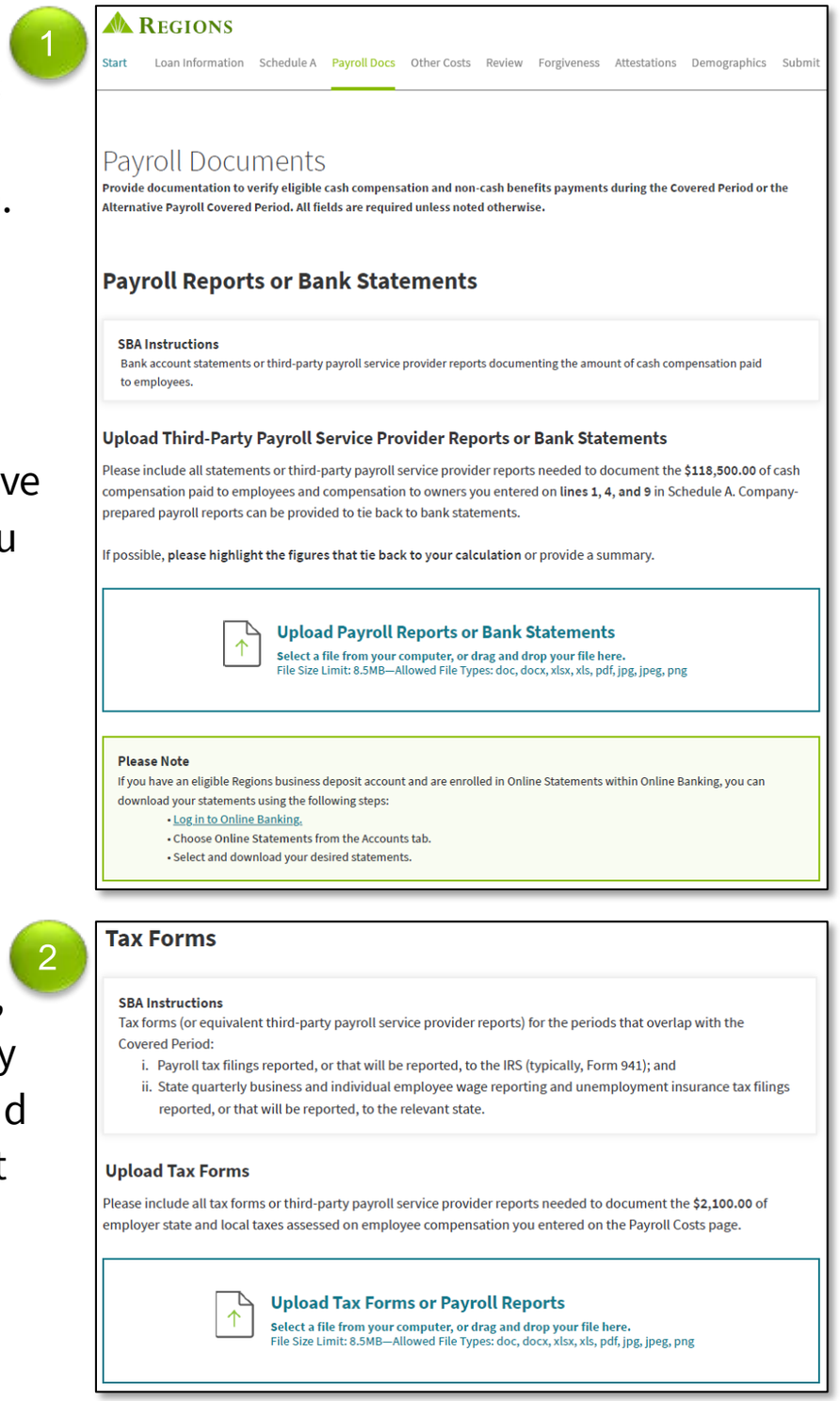
Standard Application: Payroll Documents

The Payroll Documents page will display requiring, for each section, the needed documents to offset the values or support the data entered on previous pages.

Note: Multiple documents can be loaded in each section.

1. Payroll Reports or Bank Statements – Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
   Note: If you are an Online Banking Customer, and have business accounts enrolled in Online Statements, you may be able to download Regions business account statements from this page by clicking on the *Log into Online Banking* and logging in with your credentials.
2. Tax Forms – 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.

Then, Scroll Down



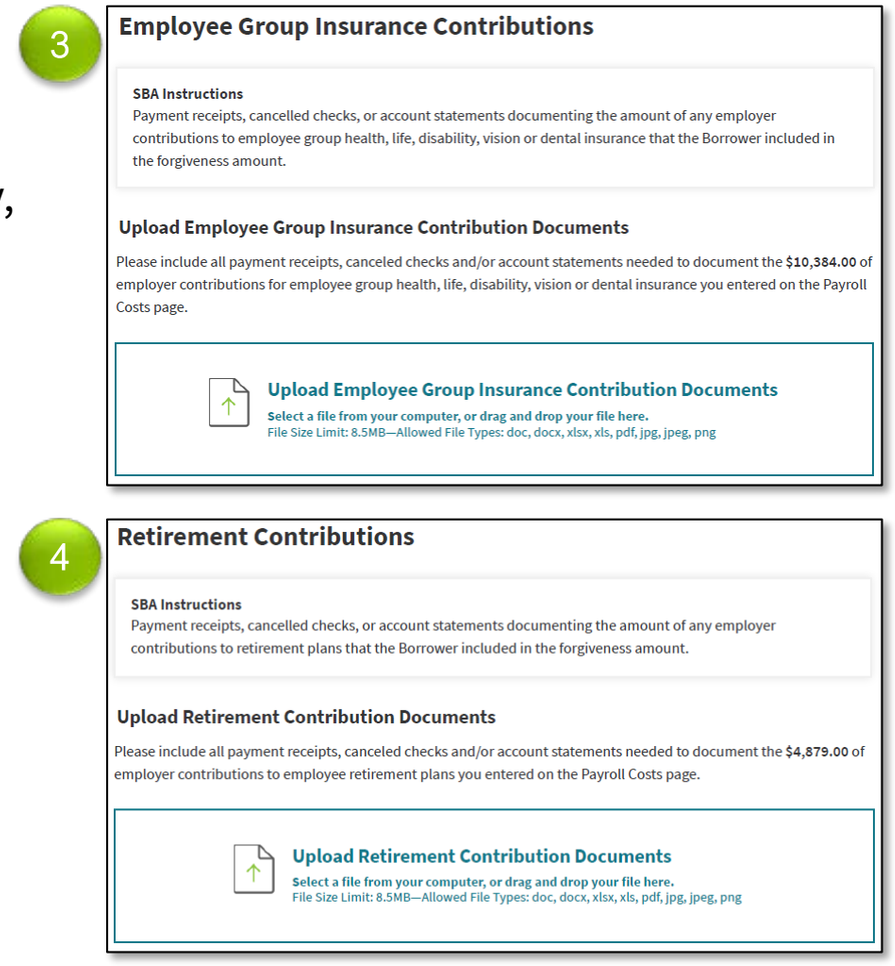
Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.

Standard Application: Payroll Documents

3. Employee Group Insurance Contributions – Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance that you included in the forgiveness amount.

4. Retirement Contributions – Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee retirement plans that you included in the forgiveness amount.

Then, Scroll Down

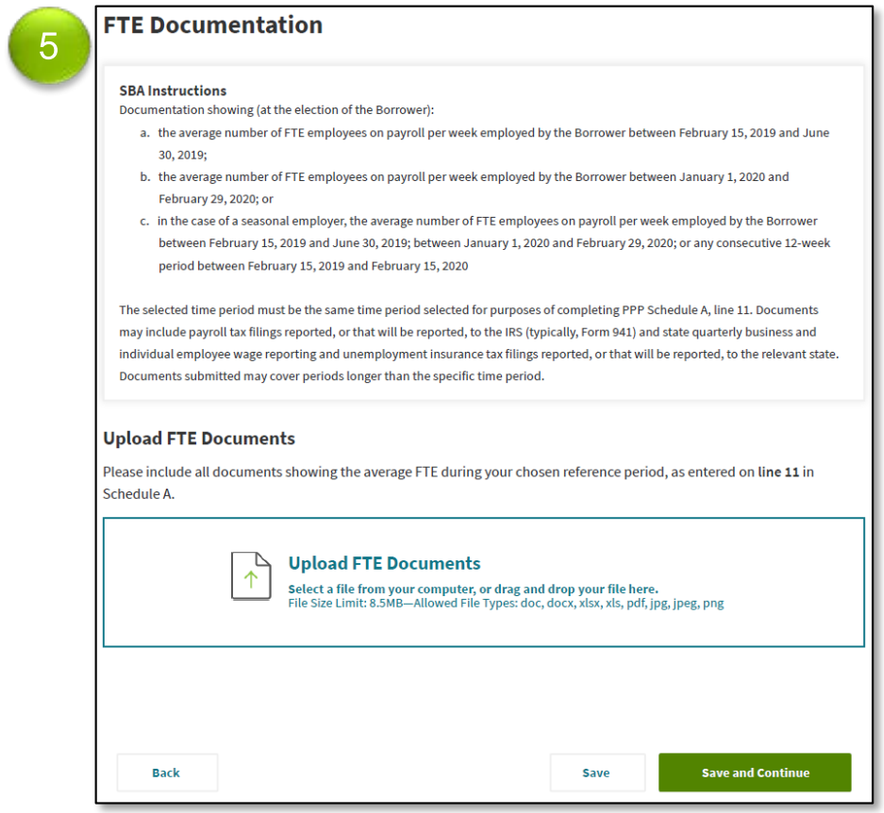


Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.

Standard Application: Payroll Documents

5. FTE Documentation – Documentation showing the average number of full-time equivalent employees during your chosen reference period, as entered on line 11 in the Schedule A.

Click **Save and Continue**



Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.

Other Cost

Standard Application: Other Cost

If your eligible Payroll Costs are greater than the loan amount, the Skip this Section? note will appear stating that you may select to skip documenting Non-Payroll costs; however, you will be reminded that you may provide documentation of these costs as evidence in -case your Payroll Costs are disputed.

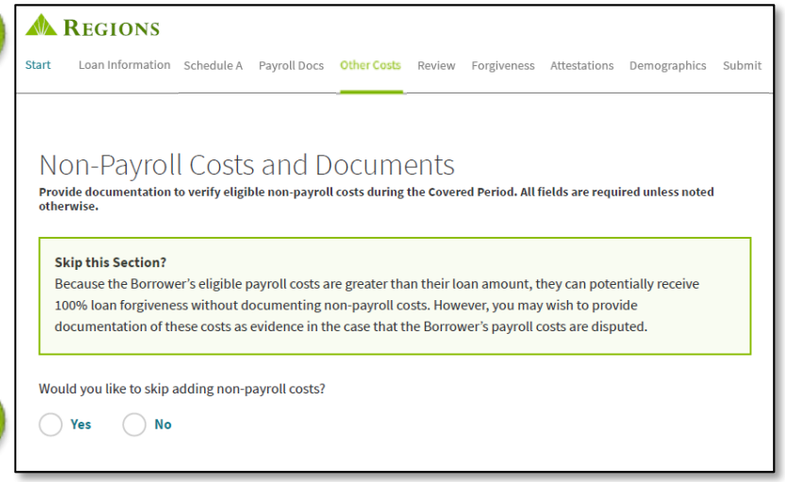
1. Select Yes or No regarding skipping adding Non-Payroll cost. If Yes, click **Save and Continue.**

2. If you do not want to skip, select No. Then, select Yes or No for each of the following Non-Payroll Costs based on whether or not the cost was incurred:
   - Business Mortgage Interest Payments
   - Business Rent or Leases Payments
   - Business Utility Payments
   - Covered Operations Expenditures
   - Covered Property Damage Costs
   - Covered Supplier Costs
   - Covered Worker Protection Expenditures

4. If Yes is selected for any of the Non-Payroll Cost, enter the amount and upload supporting documentation. (see details on the next 3 pages)

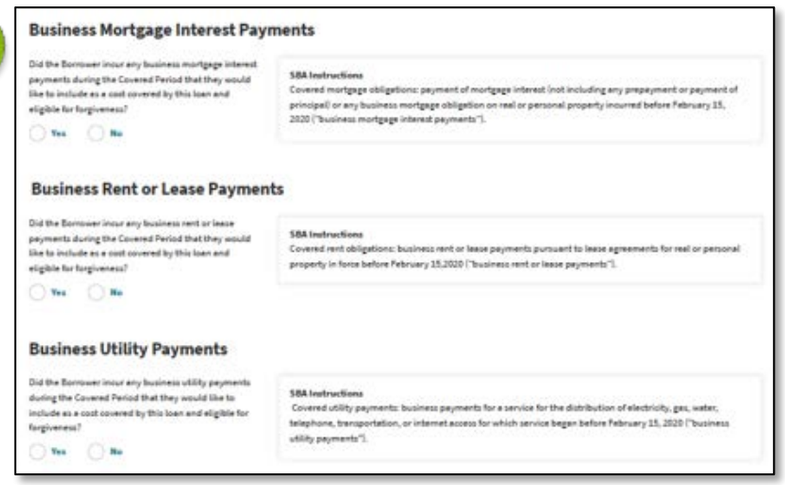
Click **Save and Continue**

1

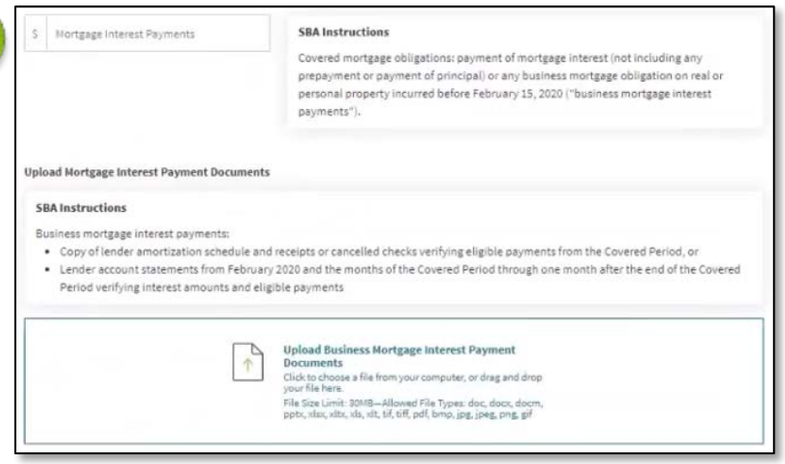


2

3



4



Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.

Other Cost: Business Mortgage Interest Payments

If you select Yes for Business Mortgage Interest Payments, you are required to upload the following:

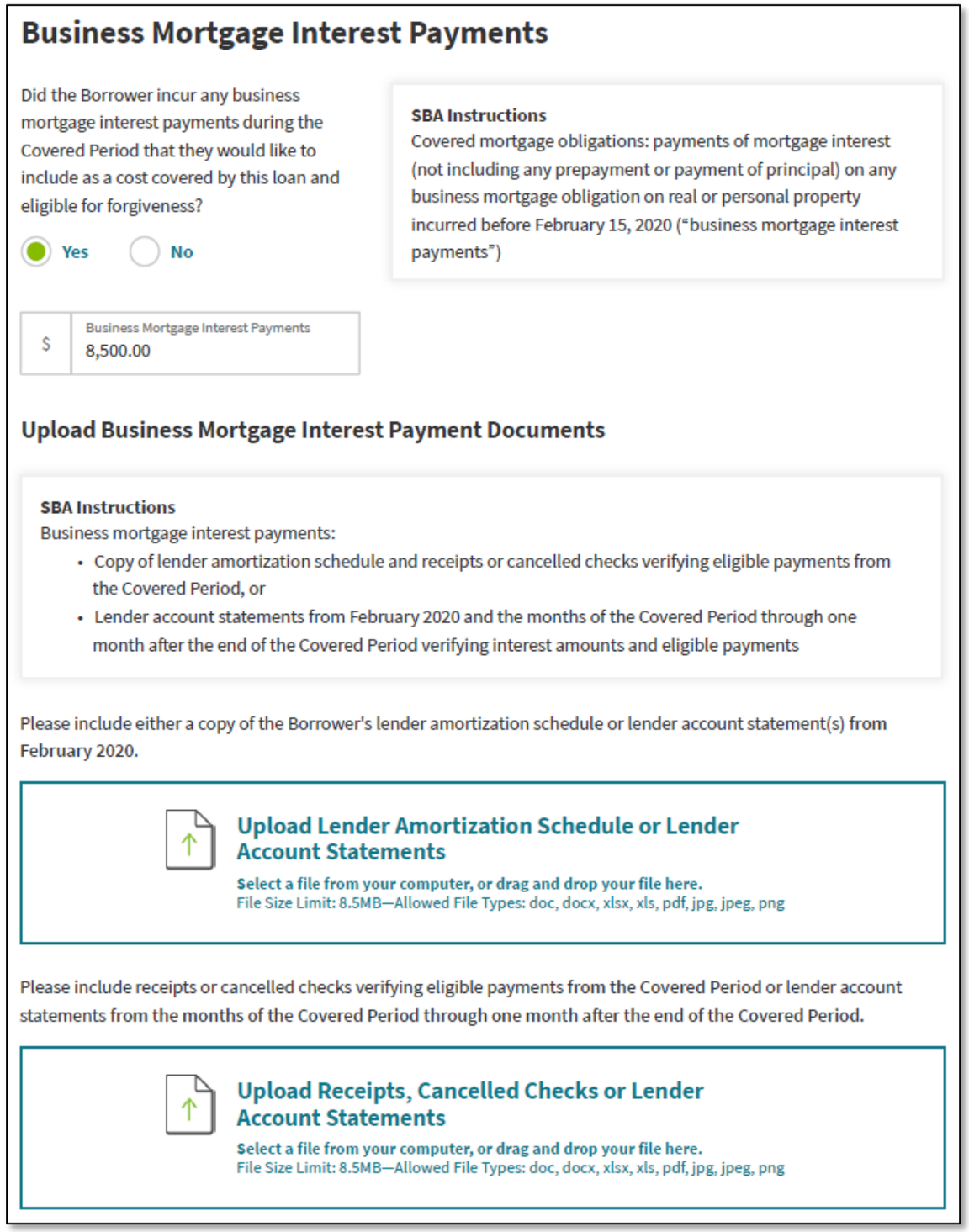
- Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period.

  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.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Business Rent or Lease Payments

If you select Yes for Business Rent or Lease Payments, you are required to upload the following:

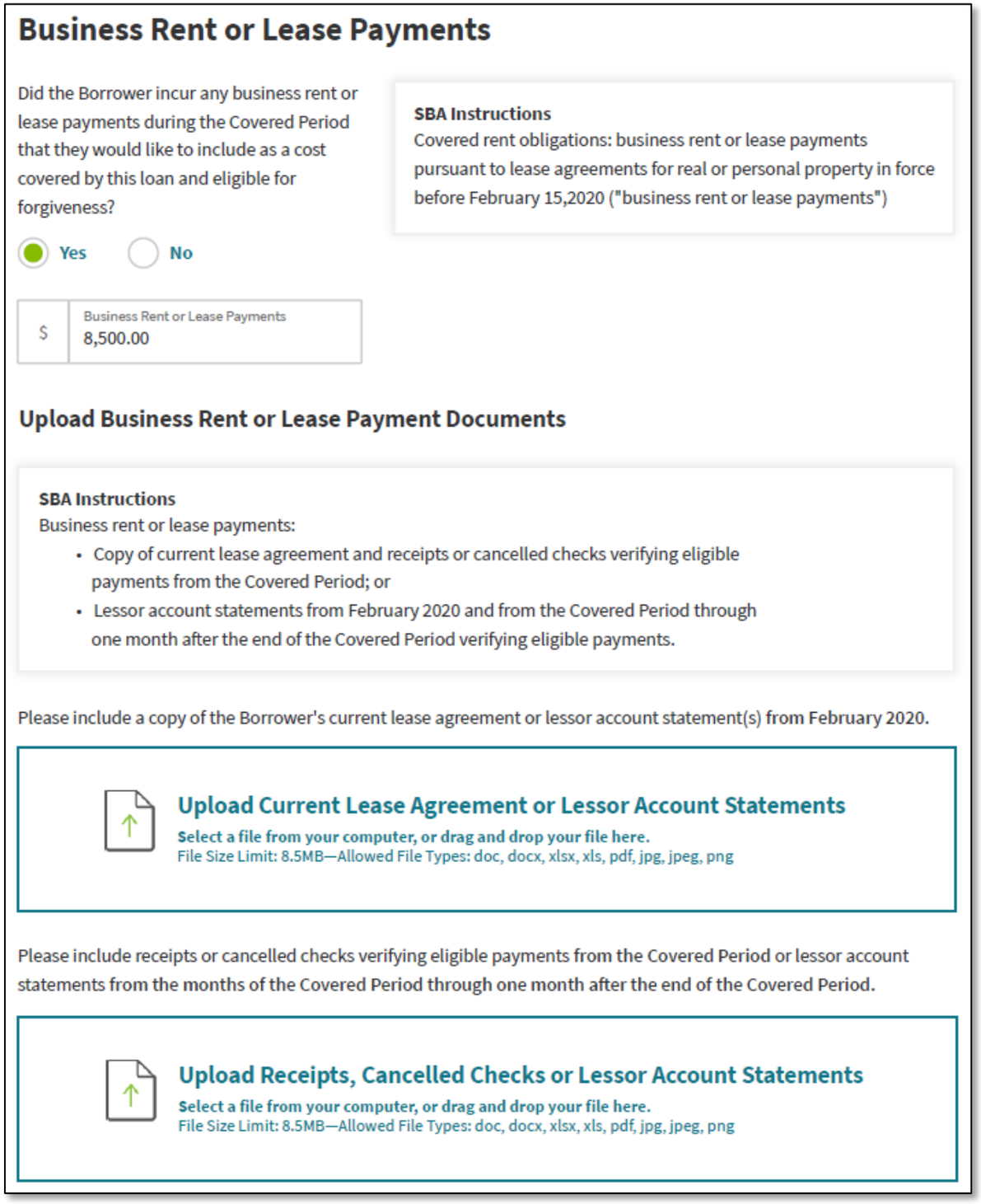
- Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period.

  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.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Business Utility Payments

If you select Yes for Business Utility Payments, you are required to upload the following:

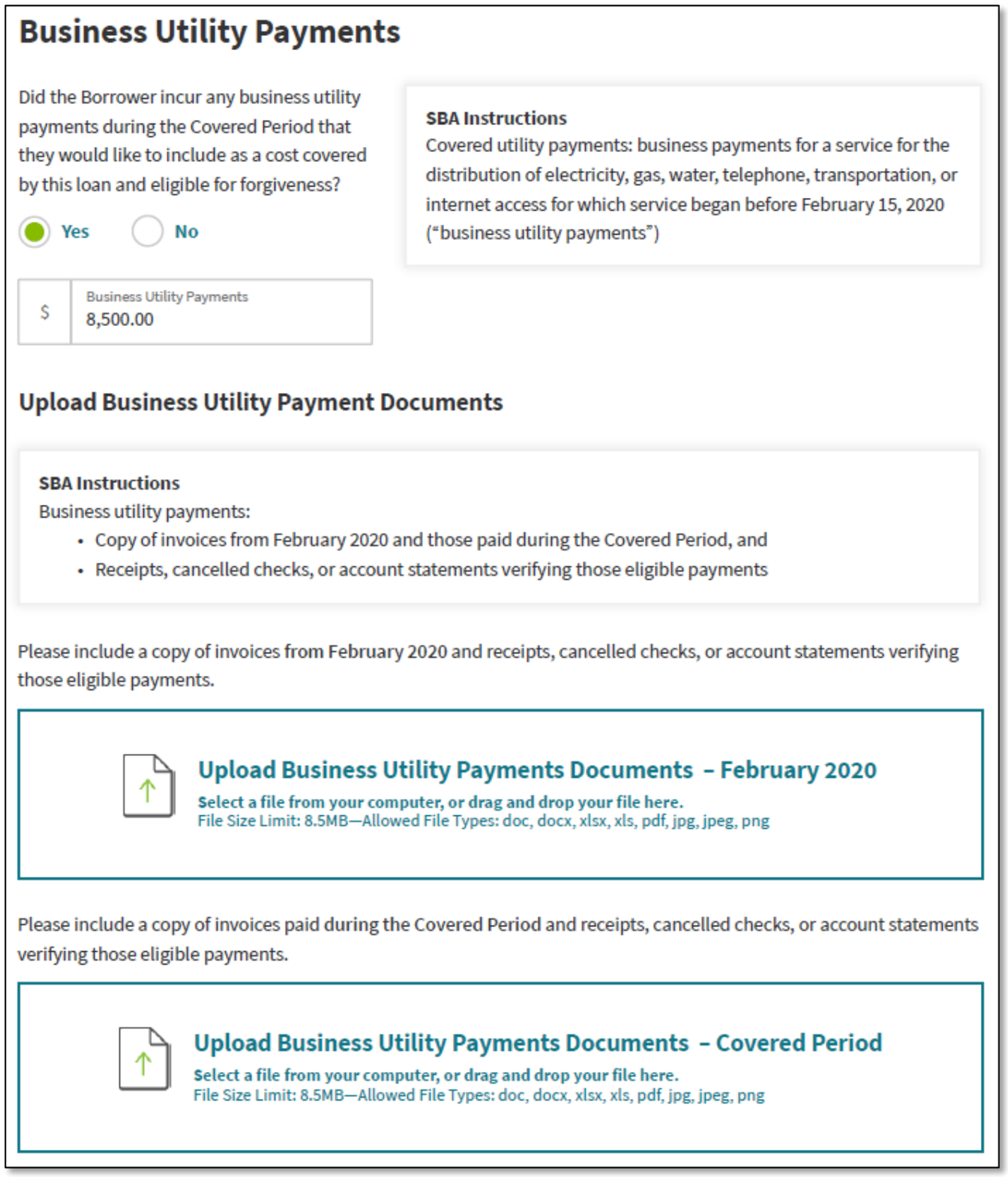
- Copies of invoices from February 2020 and those paid during the Covered Period.

  AND

- Receipts, cancelled checks, or account statements verifying those eligible payments.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Covered Operations Expenditures

If you select Yes for Covered Operations Expenditures, you are required to upload the following:

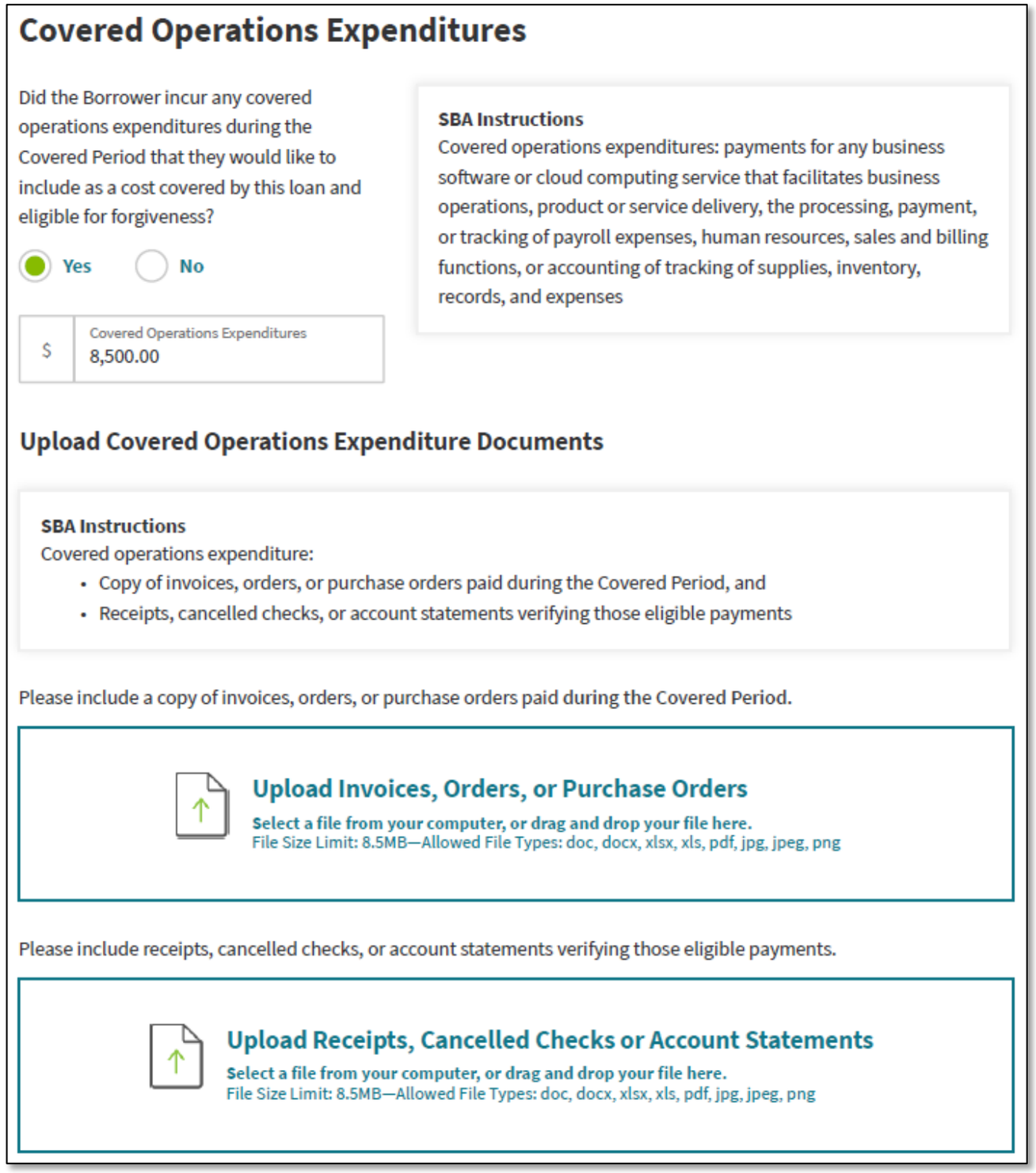
- Copies of invoices, orders, or purchase orders paid during the Covered Period.

  AND

- Receipts, cancelled checks, or account statements verifying those eligible payments.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Covered Property Damage Costs

If you select Yes for Covered Property Damage Costs, you are required to upload the following:

- Copies of invoices, orders, or purchase orders paid during the Covered Period.

AND

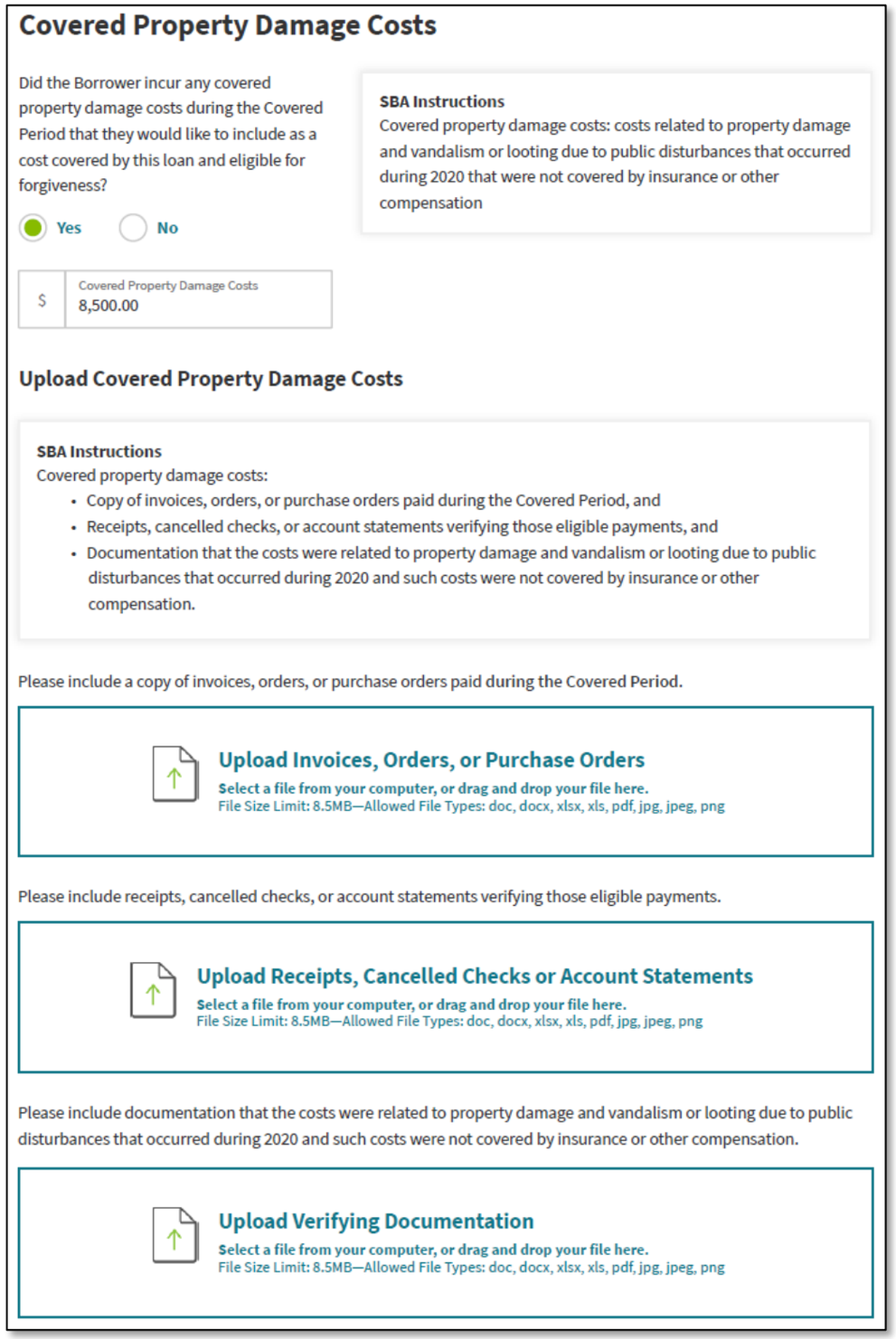
- Receipts, cancelled checks, or account statements verifying those eligible payments.

AND

- Documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Covered Supplier Costs

If you select Yes for Covered Supplier Costs, you are required to upload the following:

- Copies of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods).

AND

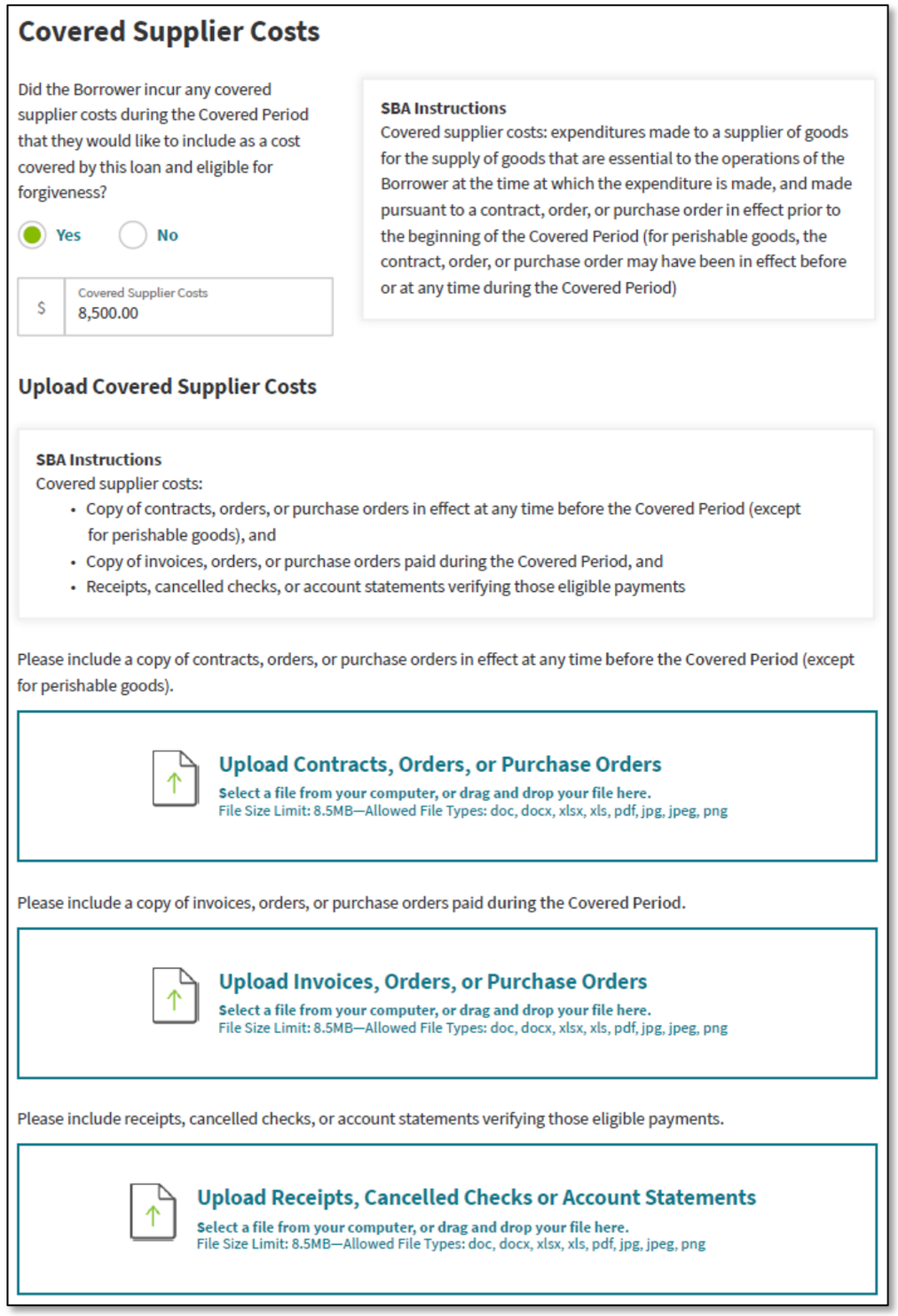
- Copies of invoices, orders, or purchase orders paid during the Covered Period.

AND

- Receipts, cancelled checks, or account statements verifying those eligible payments.

Ensure to upload the required documents into the correct section.

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Other Cost: Covered Worker Protection Expenditures

If you select Yes for Covered Worker Protection Expenditures, you are required to upload the following:

- Copies of invoices, orders, or purchase orders paid during the Covered Period.

  AND

- Receipts, cancelled checks, or account statements verifying those eligible payments.

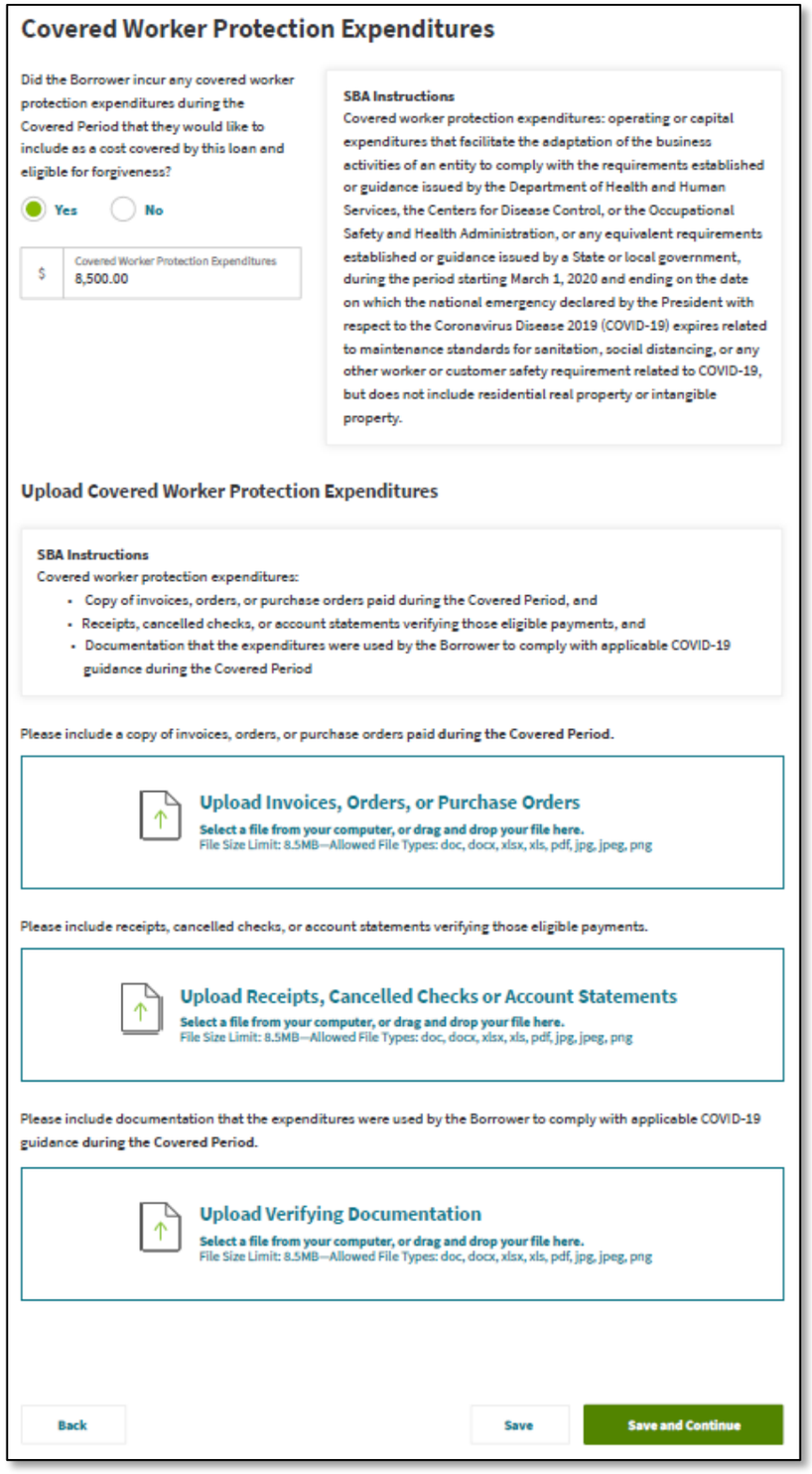
  AND

- Documentation that the expenditures were used by you to comply with applicable COVID-19 guidance during the Covered Period.

Ensure to upload the required documents into the correct section.

Click **Save and Continue**

Note: Please highlight, circle or underline values or data on each uploaded document that is included in your calculations to assist in the Review Process of your application.



Review

Standard Application: Review

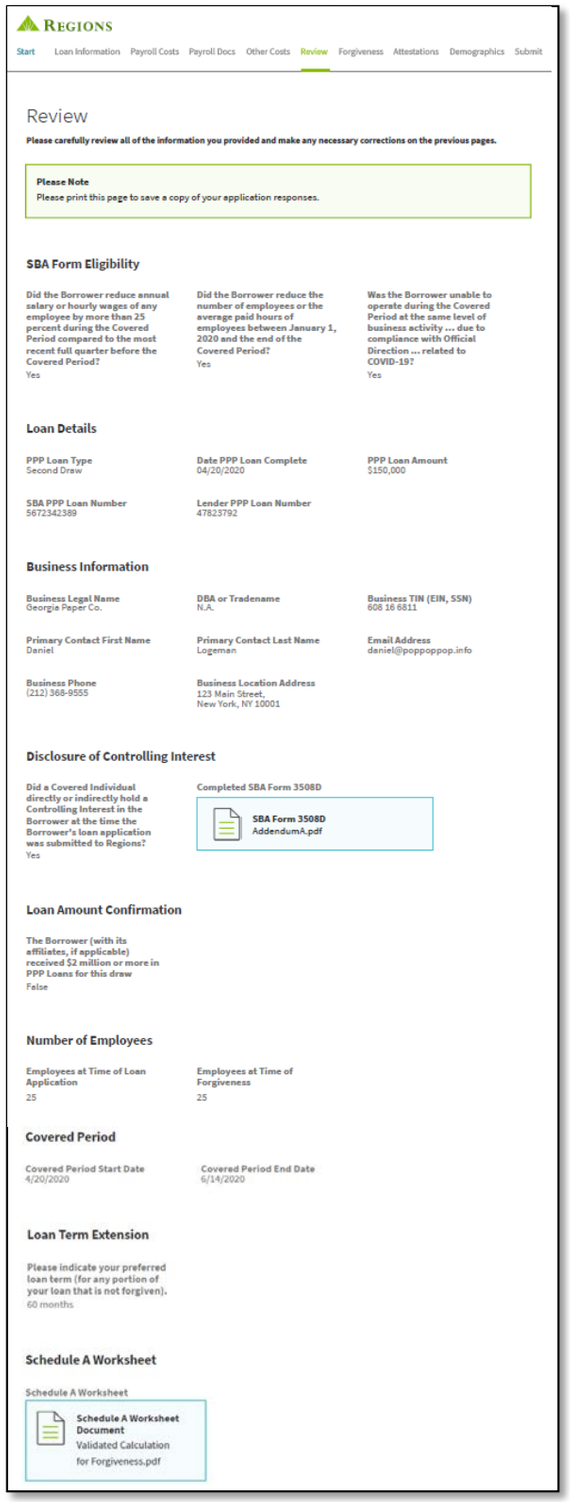
The Review Information screen displays. Carefully review each item to ensure accuracy.

Note: Please print a copy of this page for your records.

1. The sections of this screen represent the previous sections completed as part of the application, and the corresponding uploaded documents.
   If you find an error in the review of the values and data or if a document is missing, use the back button to return to the corresponding section to make the correction.
   Note: Corrections cannot be made once the application is submitted.

Click **Save and Continue**

(top of page)



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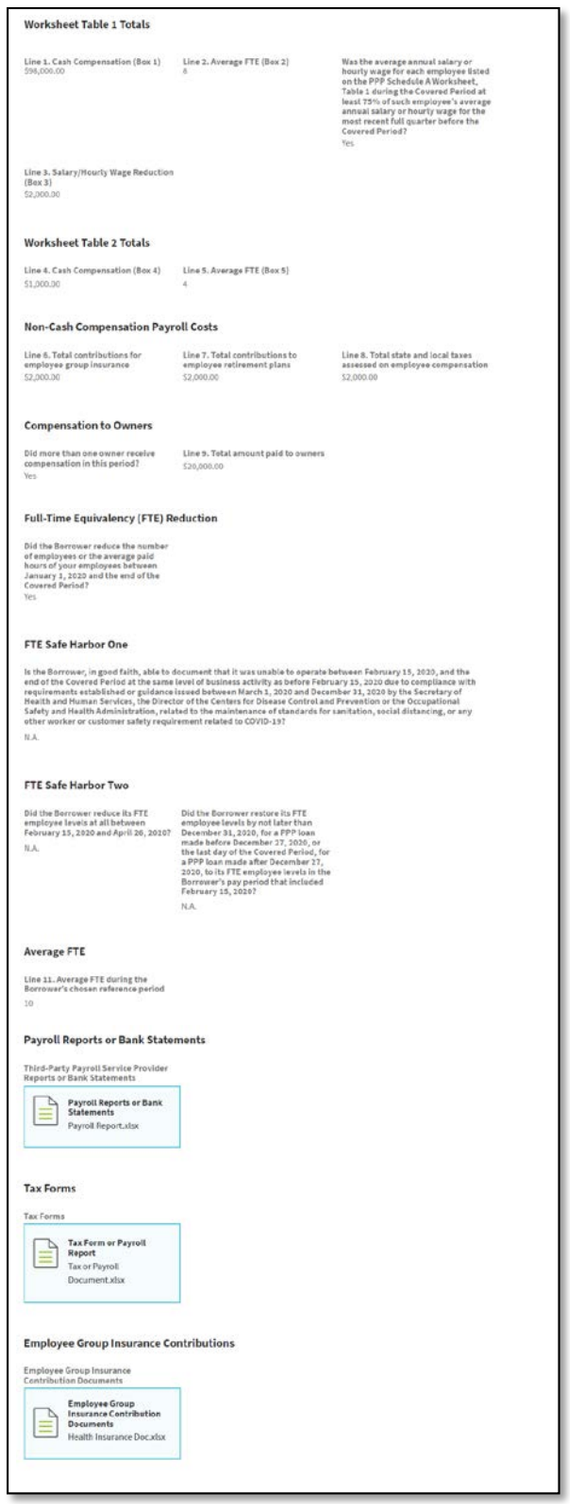

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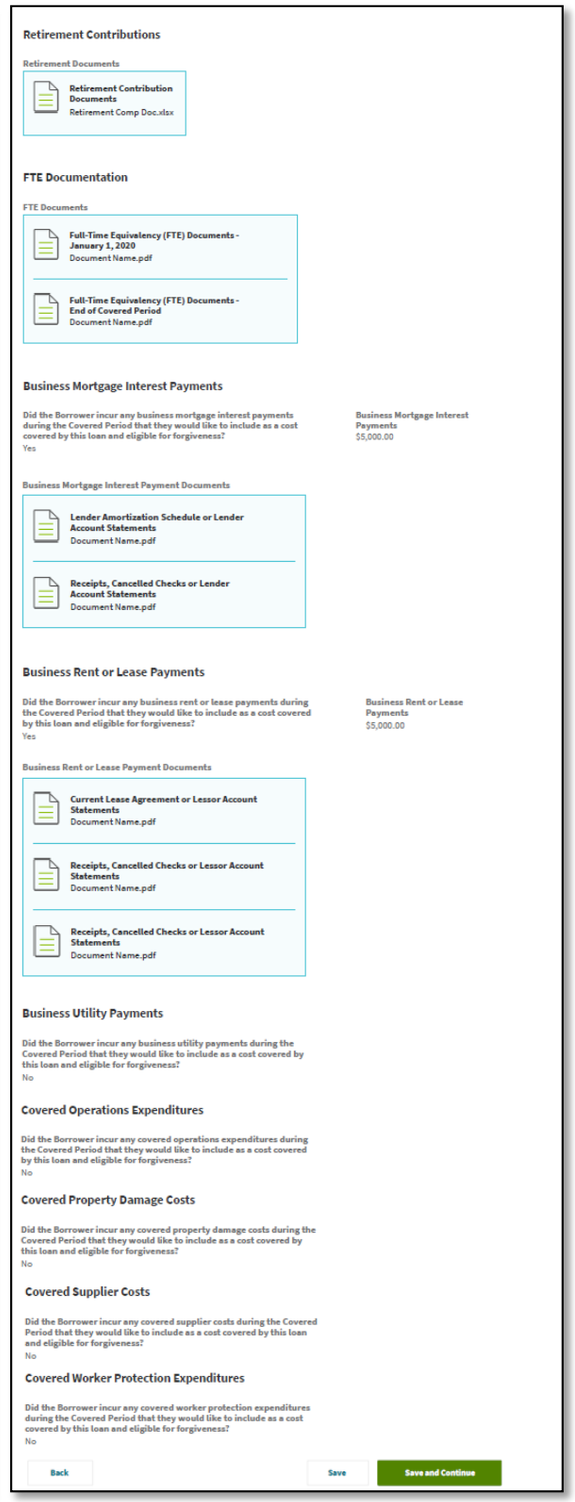
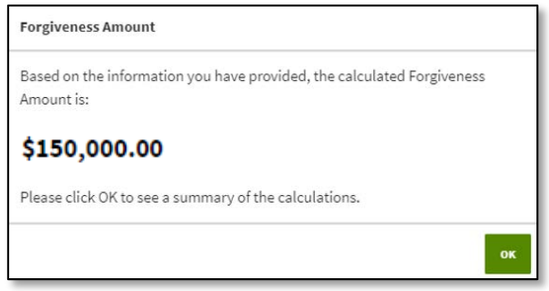


Forgiveness

Standard Application: Forgiveness

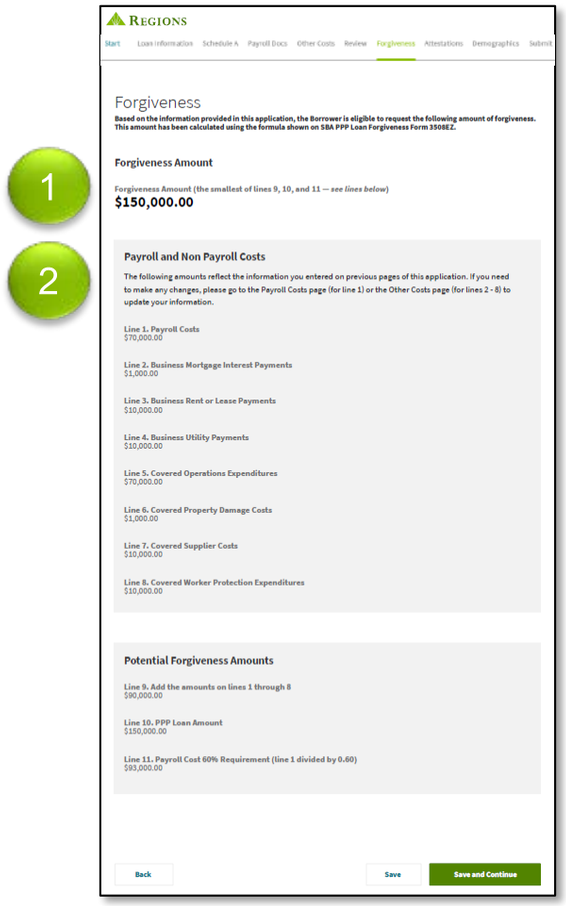
A pop-up window will display reflecting the Forgiveness Amount.



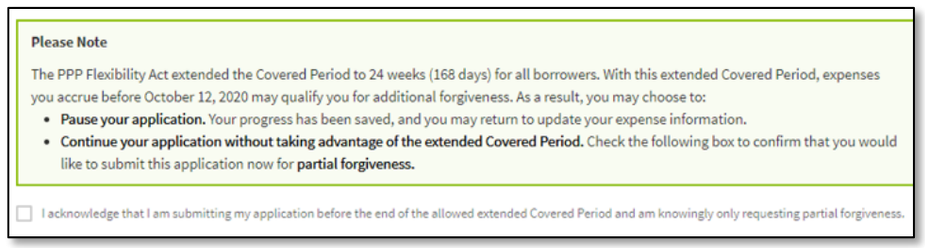
Once you click OK, the Forgiveness screen displays. Carefully review each calculation to ensure accuracy.

1. Forgiveness Amount – Represents the amount of the loan to be forgiven, based on the information provided by the Borrower. The actual amount may vary if Regions or the SBA determines, based on its review of the documentation provided by the Borrower, that a different amount is appropriate.
2. These sections reflect the calculations that determine the eligible forgiveness amount, based on the information provided by the Borrower.
   If an error is found in the review of the calculations, use the back button to return to the corresponding section to make the correction.
   Note: Corrections cannot be made once the application is submitted.

Click **Save and Continue**



Note: Based on the calculations, if you do not qualify for full forgiveness the below message will display reminding you that you make take advantage of the extended 24-month Covered Period. If you wish to only receive partial forgiveness, check the box and continue. If you wish to wait, click save and return at a later date.



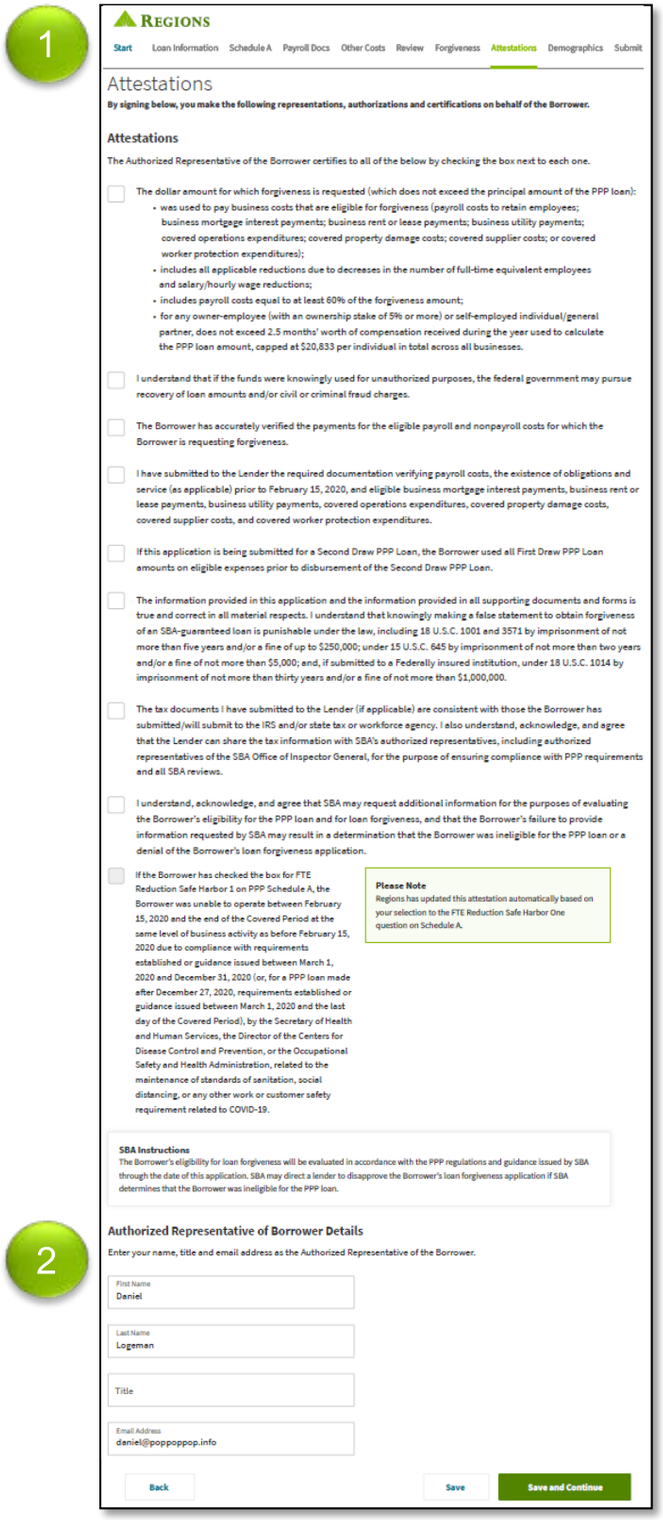
Attestations

Standard Application: Attestations

The Attestations screen displays.

1. Attestations - Checking the boxes on this page certifies to the SBA the accuracy of each statement.
   Note: Each of the first 8 boxes must be checked. The 9th box will either be checked or unchecked based on the Safe Harbor information supplied earlier in the application. The Safe Harbor check box cannot be changed on this page.
2. Authorized Representative of Borrower Details - Enter the Name, Title and Email of the Authorized Representative who completed the attestations.
   Note: You must provide an email address, as it will be used for future communication regarding the status of the loan, including sending documents for the loan.

Click **Save and Continue**

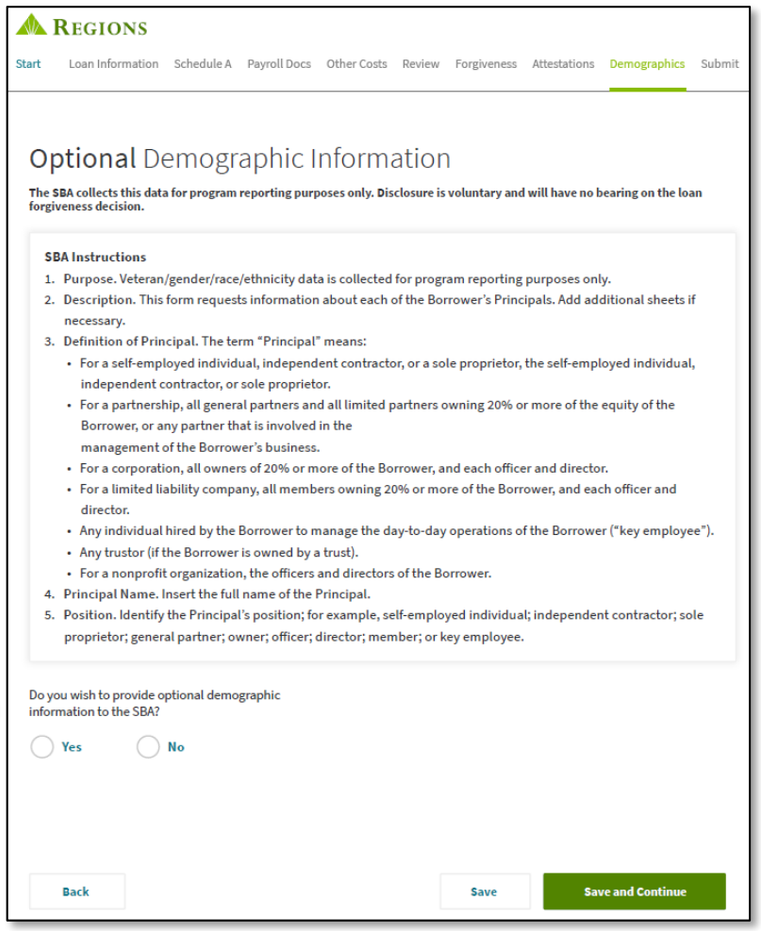


Demographics

Standard Application: Demographics

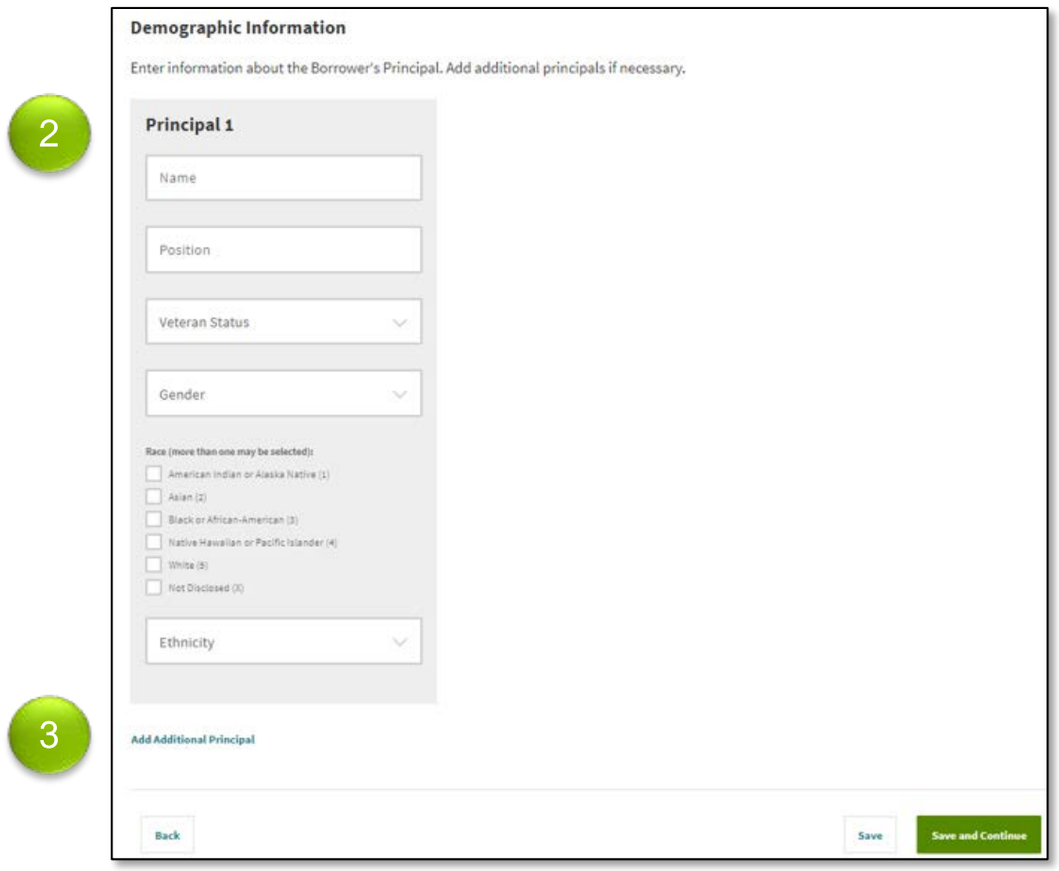
The Optional Demographic Information screen displays.
Note: The SBA collects this data for program reporting purposes only. Disclosure of this information is voluntary and will have no bearing on the loan forgiveness decision.

1. Select Yes or No to reflect if you wish to provide demographic information to the SBA.



Click **Save and Continue**

2. If Yes, the Demographics Information screen will display. Complete the form for the Borrower' Principal.



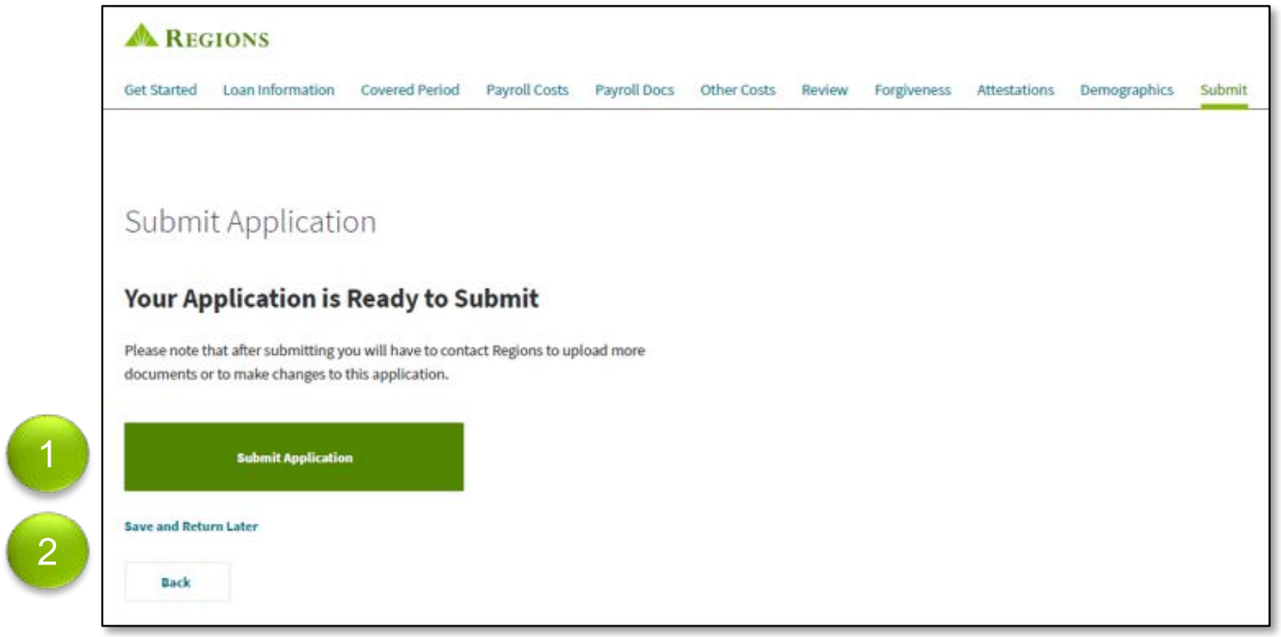
3. If desired, you may click Add Additional Principal to supply the demographic information for the other principals.

Click **Save and Continue**

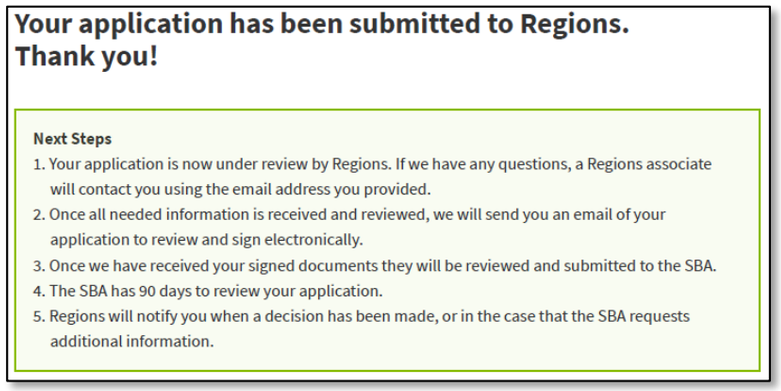
Submit

Standard Application: Submit Application

The Submit Application screen displays.
Note: After submitting your application, you will have to contact Regions to upload more documents or to make changes to your application.



1. If you are ready to submit your application, click Submit Application.
   Once you have submitted your application, you will receive the following message:



2. If you are not ready to submit your application, click Save and Return Later.
   If you click this option, you will receive the following message:

   Ensure that you return and submit your application at a later time.