

# Paycheck Protection Program (PPP) Forgiveness: Completing the Simplified Application (Form 3508S)



# 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 Simplified Application (Form 3508S), to include all 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™
- Apple® Safari®
- Microsoft Edge®
- 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.

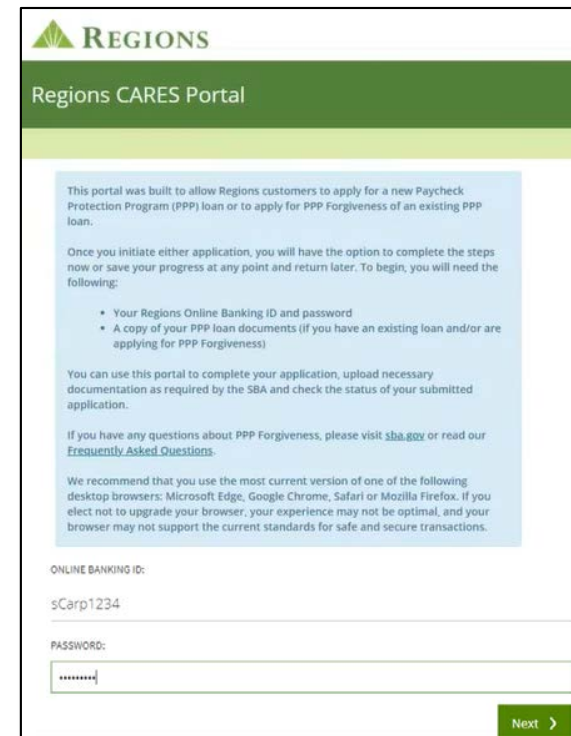
**Tip:** Before logging in to the Portal, log in to Regions Online Banking to ensure you have an email address tied to your account.

- Log in to [regions.com](https://regions.com) > Customer Service > Settings > Add/Edit Email

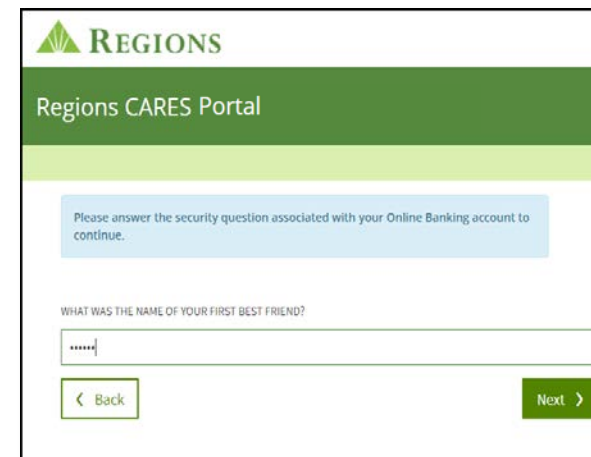
\*IMPORTANT: Neither Regions nor any of its affiliates endorses or recommends any browser products or services listed, nor may they be held liable for any failure of products or services. Apple and Safari are registered trademarks of Apple, Inc. Microsoft, Microsoft Edge and Internet Explorer are registered 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.**



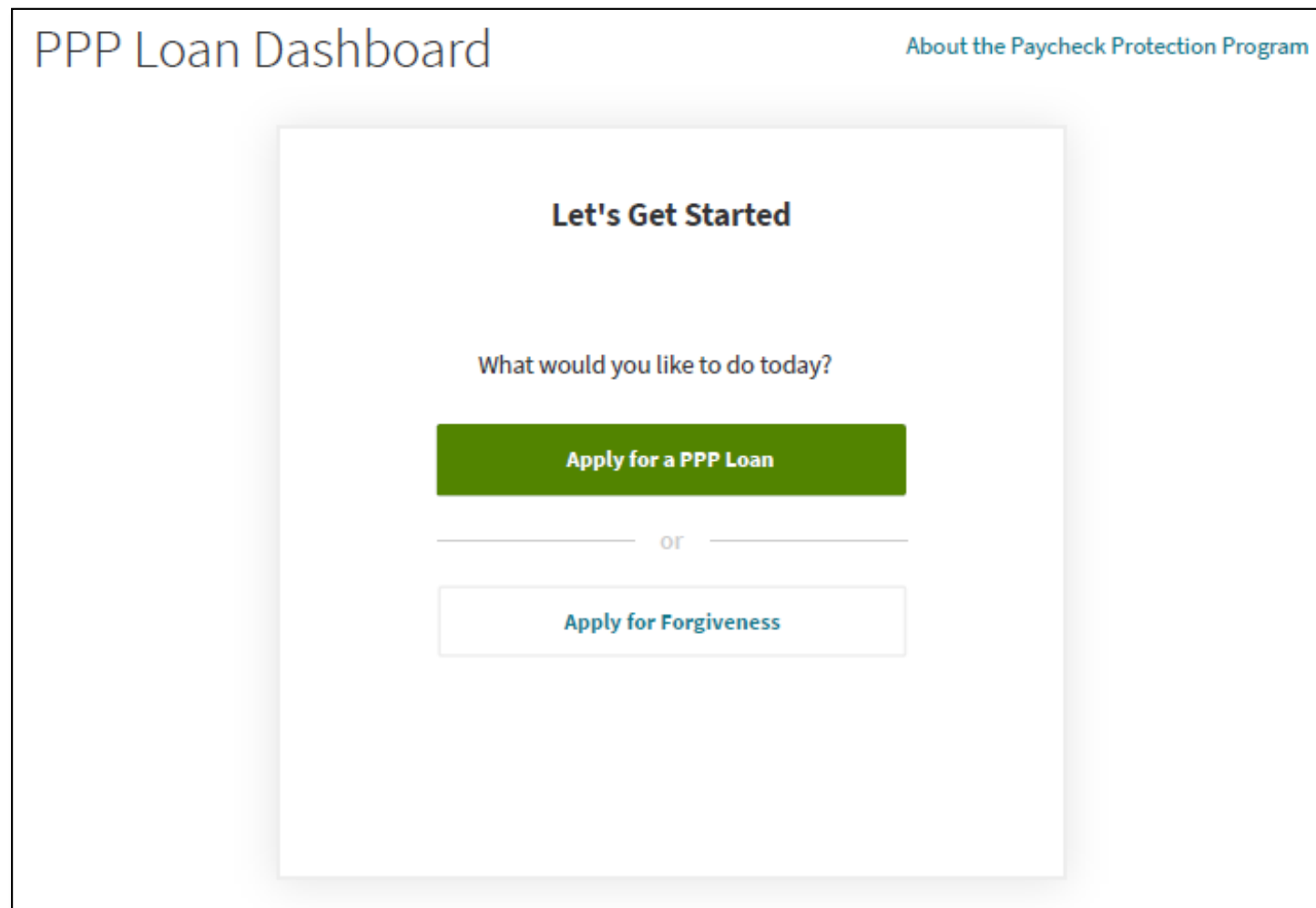
- Answer the Security Question, then click **Next.**



# 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**.



The screenshot shows the 'PPP Loan Dashboard' interface. At the top left is the title 'PPP Loan Dashboard' and at the top right is a link 'About the Paycheck Protection Program'. The main content area is titled 'Let's Get Started' and asks 'What would you like to do today?'. It features two buttons: a green button labeled 'Apply for a PPP Loan' and a white button with a blue border labeled 'Apply for Forgiveness', separated by a horizontal line with the word 'or' in the center.

# Loan Dashboard: Loan Search

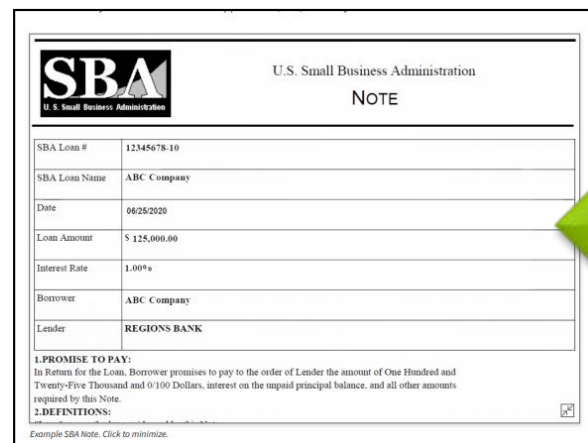
After selecting **Apply for Forgiveness**, if your loan is not found, you will need to search for your original PPP loan.

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.

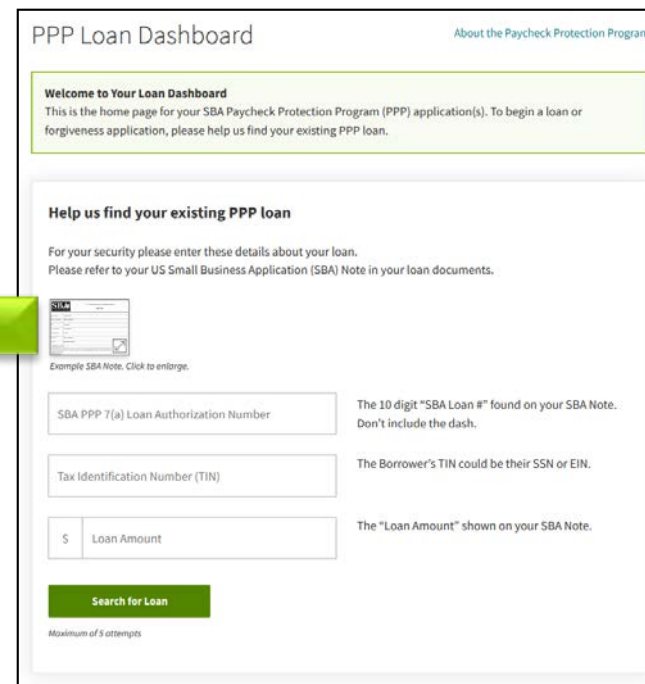
- Once you have entered the required information, click **Search for Loan**.



The image shows a sample SBA Note from the U.S. Small Business Administration. It contains the following information:

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

Below the table, there is a section titled "1. PROMISE TO PAY:" followed by text about the borrower's obligation. Below that is a section titled "2. DEFINITIONS:" with a link to "Example SBA Note. Click to minimize."

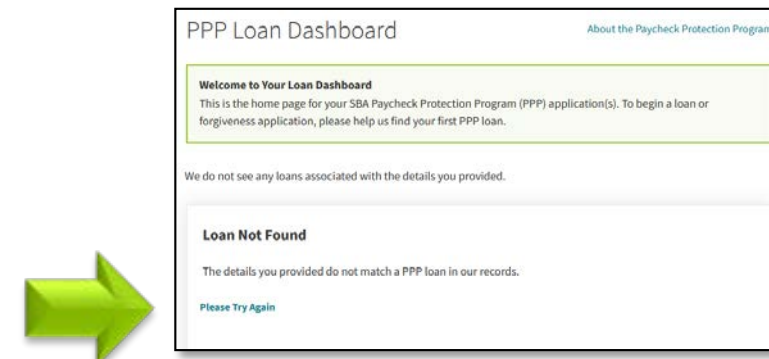


The image shows the "PPP Loan Dashboard" search form. It includes a welcome message and a section titled "Help us find your existing PPP loan". Below this, there are three input fields with instructions:

- 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.

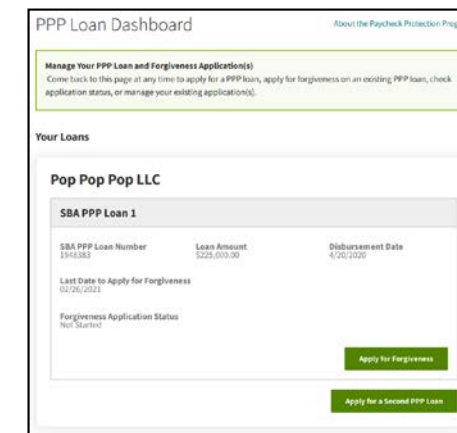
At the bottom, there is a green "Search for Loan" button and a note "Maximum of 5 attempts".

- 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.



The image shows a "Loan Not Found" message on the PPP Loan Dashboard. It states: "We do not see any loans associated with the details you provided." Below this, it says "Loan Not Found" and "The details you provided do not match a PPP loan in our records." At the bottom, there is a green "Please Try Again" button. A green arrow points from the search form to this message.

- 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



The image shows the "PPP Loan Dashboard" displaying loan information for "Pop Pop Pop LLC". It includes a table with the following details:

SBA PPP Loan Number	Loan Amount	Disbursement Date
12345678-10	\$125,000.00	6/25/2020

Below the table, there is a section titled "Last Date to Apply for Forgiveness" with the date "02/28/2021". At the bottom, there are two green buttons: "Apply for Forgiveness" and "Apply for a Second PPP Loan". A green arrow points from the search form to this dashboard.

# 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**

PPP Loan Dashboard

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	Loan Amount	Disbursement Date
1948383	\$225,000.00	4/20/2020

Last Date to Apply for Forgiveness  
02/25/2023

Forgiveness Application Status  
Not Started

Apply for Forgiveness

Apply for a Second PPP Loan

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

- Click **Continue Forgiveness Application**

**SBA PPP Loan 1**

SBA PPP Loan Number	Loan Amount	Disbursement Date
1948383	\$225,000.00	4/20/2020

Forgiveness Application Status  
Not Started

Apply for Forgiveness

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

- Review **Next Steps** for more details

Pop Pop Pop LLC

**SBA PPP Loan 1**

SBA PPP Loan Number	Loan Amount	Disbursement Date
1948383	\$225,000.00	4/20/2020

Forgiveness Application Status  
Not Started

Apply for Forgiveness

**SBA PPP Loan 2**

Loan Application Status	SBA PPP Loan Number	Loan Amount
Submitted	N.A.	N.A.

Disbursement Date  
N.A.

Forgiveness Application Status  
N.A.

**Next Steps**

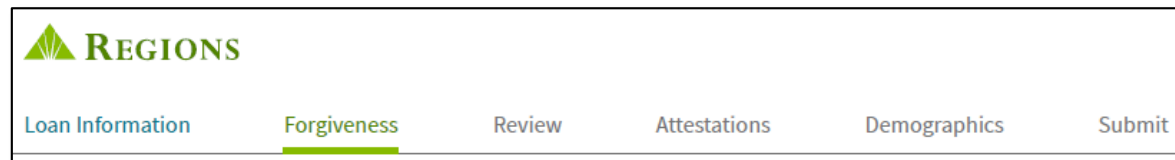
1. Your application is now under review by Regions. If we have any questions, a Regions associate will contact you using the email address you provided.
2. Once all needed information is received and reviewed, we will submit your application to the SBA.
3. You will receive notification from Regions informing you of the SBA decision.
4. Regions will then act on the SBA decision appropriately.



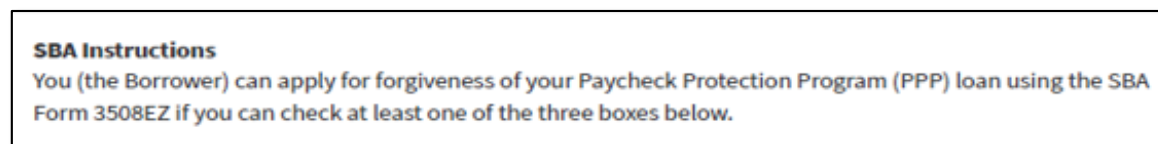
# Navigation

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

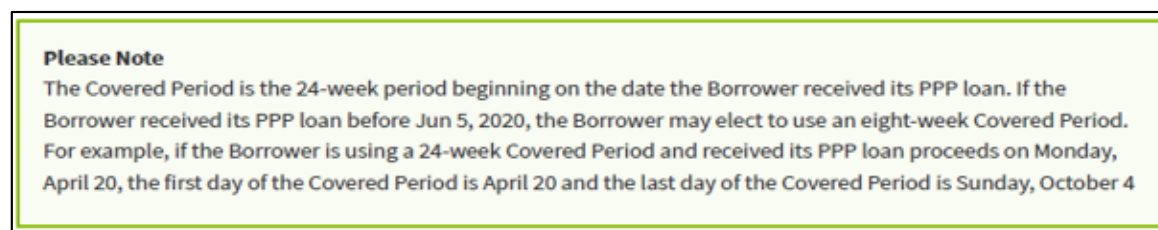
1. The stages of the application display at the top of the screen to identify where you are in the application process, and what stages you have left.



2. Throughout the application you will find **SBA Instructions** boxes. These generally mirror the instructions and guidance provided by the SBA.



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

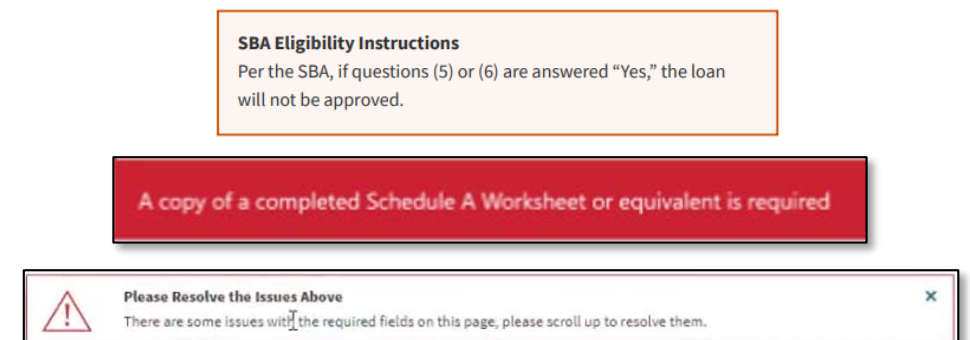


4. The navigation buttons are located at the bottom of each screen.

- **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 anytime prior to submission so you can return to it later.  
**Note:** Selecting Save does NOT submit the application.
- **Save and Continue** – Saves the information entered on 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 messages indicate important information, a missed step, or incomplete information.





# Simplified Application



# Simplified 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.

The screenshot displays the 'Loan Information' page of the Regions PPP Forgiveness Application. The page is divided into five main sections, each highlighted with a green circle and a number:

- Loan Information**: This section contains a 'Please Note' box stating that the application is for forgiveness of a loan. Below this, the 'Loan Details' are listed: PPP Loan Type (Second Draw), Date PPP Loan Complete (04/20/2020), PPP Loan Amount (\$150,000), SBA PPP Loan Number (5672342389), and Lender PPP Loan Number (47823792).
- Business Information**: This section contains fields for Business Legal Name (Georgia Paper Co.), DBA or Tradename (N/A), Business TIN (EIN, SSN) (608166811), Primary Contact (First Name: Daniel, Last Name: Logeman, Email Address: daniel@poppoppop.info), Business Phone (212) 368-9555, Business Location Address (Street, Suite/Unit/Fgt: 123 Main St, Town/City: New York City, State: New York, Zip: 10001), and a 'Please Note' box stating that if the business address or phone number has changed, it should be updated in Regions Online Banking.
- Disclosure of Controlling Interest**: This section contains 'SBA Instructions' and a question: 'Did a Covered Individual directly or indirectly hold a Controlling Interest in the Borrower at the time the Borrower's loan application was submitted to Regions?'. The answer is 'No'.
- Loan Amount Confirmation**: This section contains a checkbox for 'The Borrower (with its affiliates, if applicable) received \$2 million or more in PPP Loans for this draw'. The checkbox is unchecked.
- Number of Employees**: This section contains two fields: 'Employees at Time of PPP Loan Application' (25) and 'Employees at Time of Forgiveness'. Both fields have a 'Please Note' box stating that if the number of employees has changed, it should be updated in Regions Online Banking.

Then, scroll down.

# Simplified 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 than 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**

## Covered Period

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### SBA Instructions

The Covered Period begins on the date the loan was originally disbursed. It ends on a date selected by the Borrower that is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

For example, if the Borrower received their PPP loan proceeds on Monday, April 20, 2020, the first day of the Covered Period is Monday, April 20, 2020, and the final day of the Covered Period is any date selected by the Borrower between Sunday, June 14, 2020, and Sunday, October 4, 2020.

### Start Date

04/20/2020

End Date

06/15/2020

### Please Note

Regions has filled Start Date automatically based on your loan disbursement date.

Select an End Date between [DYNAMICALLY INSERT START DATE + 8 WKS] and [DYNAMICALLY INSERT START DATE + 24 WKS].

### Please 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 now. 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.

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## Loan Term Extension

### Please Note

In June of 2020, Congress passed the PPP Flexibility Act. As a result of the act, for any portion of your loan that is not forgiven, you may be eligible to **extend the terms of your PPP loan from 24 months from disbursement date to 60 months from disbursement date**.

Please note that changing the terms of the loan will adjust your payments accordingly. The term you choose will not have an impact on any of the forgiveness calculations. This change only applies to portions of the loan (if any) the SBA deems not forgivable.

Please indicate your preferred loan term (for any portion of your loan that is not forgiven).

☐

Original 24 months

☐

Extend to 60 months

Back

Save

Save and Continue

# Forgiveness



# Simplified Application: Forgiveness


The **Forgiveness** page will display. Complete this page to provide your requested loan forgiveness amount and verify eligibility.

**Note:** All fields are required unless noted otherwise.

1. Amount of Loan Spent on Payroll Costs – Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the Covered Period. To calculate eligible payroll costs incurred or paid during the Covered Period, add Cash Compensation, Employee Benefits, and Owner Compensation.  
**Note:** If additional guidance is needed to calculate your eligible payroll costs, click **additional SBA instructions** link in the **Please Note** section.
2. Requested Loan Forgiveness Amount – Enter the total amount of your PPP loan that is eligible for loan forgiveness. This amount is the “Amount of the Loan Spent on Payroll Costs” plus any amount spent on eligible non-payroll costs minus any required reductions, up to the principal amount of the PPP loan.  
**Note:** For additional information and guidance, please review the **FTE and Salary/Wage Reduction** and **Please Note** sections.

Then, scroll down.

1

 **REGIONS**

Loan Information **Forgiveness** Review Attestations Demographics Submit

## Forgiveness

Complete this page to provide your requested loan amount and verify eligibility. All fields are required unless noted otherwise.

### Amount of Loan Spent on Payroll Costs

**SBA Instructions**

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the Covered Period. To calculate eligible payroll costs incurred or paid during the Covered Period, add Cash Compensation, Employee Benefits, and Owner Compensation.

\$

Amount of Loan Spent on Payroll Costs

**Please Note**

For detailed guidance on calculating your eligible payroll costs, please refer to [additional SBA instructions](#).

2

**Requested Loan Forgiveness Amount**

**SBA Instructions**

Enter the total amount of your PPP loan that is eligible for loan forgiveness. This amount is the “Amount of Loan Spent on Payroll Costs” plus any amount spent on eligible non-payroll costs minus any required reductions, up to the principal amount of the PPP loan.

**FTE and Salary/Wage Reductions**

Borrowers that received a PPP loan of more than \$50,000 and Borrowers of \$50,000 or less that together with their affiliates received First Draw PPP Loans totaling \$2 million or more or Second Draw PPP Loans totaling \$2 million or more must adjust their Requested Loan Forgiveness Amount. If this applies to the Borrower, please follow [SBA Form 3508](#) and its instructions to calculate your Requested Loan Forgiveness Amount.

Enter the Borrower's Requested Loan Forgiveness Amount, up to \$125,000.00.

\$

Requested Loan Forgiveness Amount

**Please Note**

For detailed guidance on calculating your Requested Loan Forgiveness Amount, please refer to [additional SBA instructions](#).



# Simplified Application: Forgiveness

3. Proof of Revenue Reduction – This is **ONLY** required for Second Draw Loans and will **NOT** display for a First Draw Forgiveness Application.

Provide details and documentation supporting the 25% gross receipts reduction certification on the Borrower's loan application.

- **2020 Gross Receipts:** Select the 2020 Quarter for which at least a 25% reduction in gross receipts occurred. Then enter the total of Gross Receipts for that 2020 quarter.

**Note:** For a definition of Gross Receipts, review the Please Note section. For more details, click the **additional SBA instructions** link.

- **Reference Quarter Gross Receipts:** Select the same quarter for 2019 that was selected for 2020, and enter the total of Gross Receipts for that 2019 quarter.

Note: For more details, click the **additional SBA instructions** link in the **Please Note** section.

4. Upload Proof of Revenue Reduction Documents – You must provide documentation that identifies the 2020 quarter meeting this requirement and the 2019 reference quarter that states the gross receipts amounts for both quarters and supports the amounts provided.

Upload the correct documents, then click **Save and Continue**.

**Proof of Revenue Reduction**

Provide details and documentation supporting the 25% gross receipts reduction certification on the Borrower's loan application.

**SBA Instructions**  
In determining whether the Applicant experienced at least a 25% reduction in gross receipts, the Applicant must identify the 2020 quarter meeting this requirement, identify the reference quarter, and state the gross receipts amounts for both quarters, as well as provide supporting documentation.

**Please Note**  
Gross receipts includes all revenue in whatever form received or accrued (in accordance with the entity's accounting method) from whatever source, including from the sales of products or services, interest, dividends, rents, royalties, fees, or commissions, reduced by returns and allowances. For more details, please refer to [additional SBA instructions](#).

**2020 Gross Receipts**  
2020 Quarter  
\$ Gross Receipts for 2020 Quarter

**Reference Quarter Gross Receipts**  
Reference Quarter  
\$ Gross Receipts for Reference Quarter

**Please Note**  
The appropriate reference quarter depends on how long the Applicant has been in operation. In most instances, the Applicant should select any quarter of 2020 and select the same quarter of 2019. For alternatives and detailed guidance, please refer to [additional SBA instructions](#).

**Revenue Reduction Percent**  
To be calculated

**Upload Proof of Revenue Reduction Documents**

**SBA Instructions**  
You must provide documentation that identifies the 2020 quarter meeting this requirement, identifies the reference quarter, states the gross receipts amounts for both quarters, and supports the amounts provided.

Include documentation supporting your 2020 Quarter and Gross Receipts amount.

**Upload 2020 Quarter Documents**  
Select a file from your computer, or drag and drop your file here.  
File Size Limit: 8.5MB—Allowed File Types: doc, docx, xls, pdf, jpg, jpeg, png

Include documentation supporting your Reference Quarter and Gross Receipts amount.

**Upload Reference Quarter Documents**  
Select a file from your computer, or drag and drop your file here.  
File Size Limit: 8.5MB—Allowed File Types: doc, docx, xls, pdf, jpg, jpeg, png

**Back** **Save** **Save and Continue**

**Note:** Multiple documents can be uploaded individually.

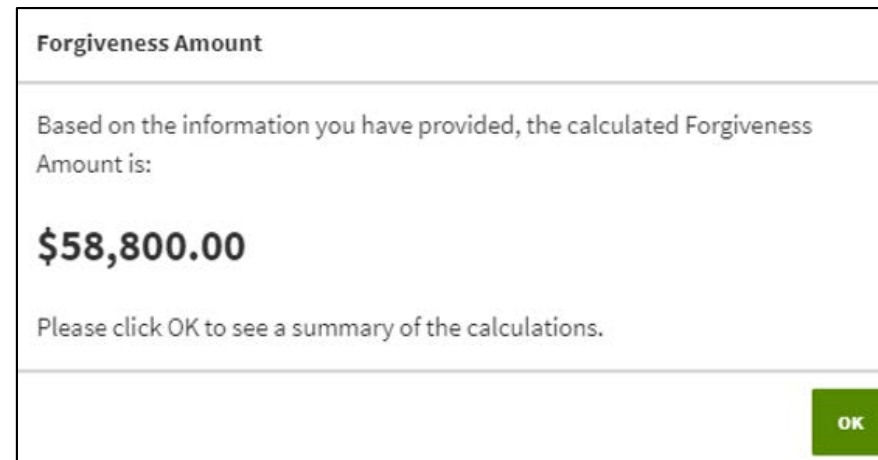
Uploaded documents must be no larger than 11.9 MB and in one of the following formats: doc, docx, xlsx, xls, pdf, jpg, jpeg, png.

***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.***

You can remove and upload documents again if corrections are needed.

# Simplified Application: Forgiveness

After clicking **Save and Continue**, a pop-up window will display reflecting the Forgiveness Amount.



**Forgiveness Amount**

Based on the information you have provided, the calculated Forgiveness Amount is:

**\$58,800.00**

Please click OK to see a summary of the calculations.

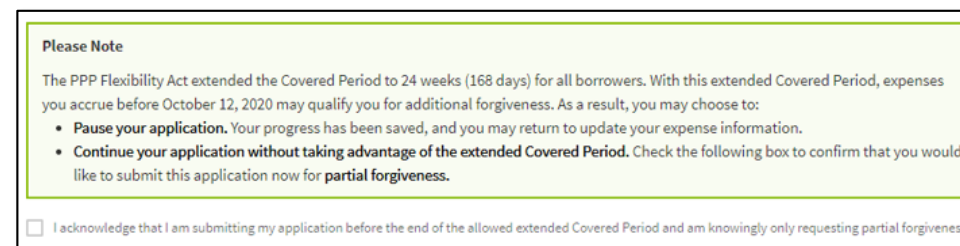
**OK**

- 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.

Click **Ok**

Once you click OK, the **Review** page displays. Carefully review all information to ensure accuracy.

**Note:** Based on the calculations, if you do not qualify for full forgiveness the below message will display reminding you that you may 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.



**Please Note**

The PPP Flexibility Act extended the Covered Period to 24 weeks (168 days) for all borrowers. With this extended Covered Period, expenses you accrue before October 12, 2020 may qualify you for additional forgiveness. As a result, you may choose to:

- **Pause your application.** Your progress has been saved, and you may return to update your expense information.
- **Continue your application without taking advantage of the extended Covered Period.** Check the following box to confirm that you would like to submit this application now for **partial forgiveness**.

☐ I acknowledge that I am submitting my application before the end of the allowed extended Covered Period and am knowingly only requesting partial forgiveness.



# Review



# Simplified Application: Review

The **Review** page displays. Carefully review each item to ensure accuracy.

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

- 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)

1

**Review**

Please carefully review all of the information you provided and make any necessary corrections on the previous pages.

**Please Note**  
Please print this page to save a copy of your application responses.

**Forgiveness Amount**  
Requested Forgiveness Amount  
**\$150,000.00**

**Loan Details**

PPP Loan Type Second Draw	PPP Loan Date Complete 04/20/2020	PPP Loan Amount \$150,000
SBA PPP Loan Number 5672342389	Lender PPP Loan Number 47823792	

**Business Information**

Business Legal Name Georgia Paper Co.	DBA or Tradename N.A.	Business TIN (EIN, SSN) 608 16 6811
Primary Contact First Name Daniel	Primary Contact Last Name Logeman	Email Address daniel@poppoppop.info
Business Phone (212) 368-9555	Business Location Address 123 Main Street, New York, NY 10001	

**Disclosure of Controlling Interest**

Did a Covered Individual directly or indirectly hold a Controlling Interest in the Borrower at the time the Borrower's loan application was submitted to Regions?  
Yes

Completed SBA Form 3508D  
SBA Form 3508D AddendumA.pdf

**Loan Amount Confirmation**

The Borrower (with its affiliates, if applicable) received \$2 million or more in PPP Loans for this draw  
False

**Number of Employees**

Employees at Time of Loan Application 25	Employees at Time of Forgiveness 25
---	--

**Covered Period**

Covered Period Start Date 4/20/2020	Covered Period End Date 06/14/2020
--	---------------------------------------

**Loan Term Extension**

Please indicate your preferred loan term (for any portion of your loan that is not forgiven).  
60 months

**Amount of Loan Spent on Payroll Costs**

Amount of Loan Spent on Payroll Costs  
\$100,000.00

**Annual Revenue Reduction**

2020 Quarter Q1 2020 Gross Receipts for 2020 Quarter \$200,000	Reference Quarter Q2 2019 Gross Receipts for Reference Quarter \$300,000	Revenue Reduction Percent 33.33%
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(bottom of page)

**Proof of Revenue Reduction**

2020 Quarter Documents

- 2020 Quarter Document Tax or Payroll Document.xlsx
- 2020 Quarter Document Tax or Payroll Document.xlsx
- 2020 Quarter Document Tax or Payroll Document.xlsx

Reference Quarter Documents

- Reference Quarter Document Tax or Payroll Document.xlsx
- Reference Quarter Document Tax or Payroll Document.xlsx
- Reference Quarter Document Tax or Payroll Document.xlsx

Back Save Save and Continue

# Attestations



# Simplified Application: Attestations

The **Attestations** page displays.

- Checking the boxes on this page certifies to the SBA the accuracy of each statement.

1. Before checking the boxes in the **Certifications** section, carefully read the **SBA Instructions**.

**Note:** Each box must be checked to be able to continue with the application.

2. Authorized Representative of Borrower Details - Enter the Name, Title and Email of the Authorized Representative who completed the attestations.

**Note:** An email address must be provided, as it will be used for future communication regarding the status of the loan, including sending documents for the loan.

Click **Save and Continue**

(top of page)

(bottom of page)

1

2

The screenshot displays the 'Attestations' page of the SBA application. The top navigation bar includes 'Loan Information', 'Forgiveness', 'Review', 'Attestations' (highlighted), 'Demographics', and 'Submit'. The 'Attestations' section contains 'Borrower Responsibilities' and 'SBA Instructions'. The 'Authorized Representative of Borrower Details' section is at the bottom, with fields for First Name, Last Name, Title, and Email Address. A green circle with the number '2' is placed over the 'Save and Continue' button.

**Attestations**

By signing below, you make the following representations, authorizations, and certifications on behalf of the Borrower.

**Borrower Responsibilities**

**SBA Instructions**

The Borrower must comply 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 SBA guidance issued through the date of this application), and must attest to its compliance on the Loan Forgiveness Application. Those requirements include the following:

- Requested Loan Forgiveness Amount (which may not exceed the principal amount of the PPP loan):
  - must have been used by the Borrower to pay business costs that are eligible for forgiveness (payroll costs to retain employees, business mortgage interest payments, business rent or lease payments, business utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, or covered worker protection expenditures) during the Covered Period;
  - must include payroll costs equal to at least 60% of the Requested Loan Forgiveness Amount;
  - for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, must not exceed 2.5 months' worth of compensation received during the year used to calculate the PPP loan amount, capped at \$20,833 per individual in total across all businesses; and
  - for loans of more than \$50,000 and loan of \$50,000 or less to Borrowers that together with their affiliates received First Draw PPP Loans totaling \$2 million or more or Second Draw PPP Loans totaling \$2 million or more, must meet the requirements of either (A) or (B): (A) is not subject to reductions because the Borrower did not reduce annual salaries or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period and either (1) 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 or (2) 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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period the last day of the Covered Period) 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, or (B) the Borrower has included any required reductions as described in SBA Form 3508 and its instructions.
- The Borrower must accurately calculate the Requested Loan Forgiveness Amount and verify the payments for the eligible costs included in it.
- If the loan forgiveness application is being submitted for a Second Draw PPP Loan, the borrower must submit or have already submitted all required revenue reduction documentation and have used all First Draw PPP Loan amounts on eligible expenses prior to disbursement of the Second Draw PPP Loan.

If the funds were knowingly used for unauthorized purposes, the federal government may pursue recovery of loan amounts and/or civil or criminal fraud charges.

**Attestations**

The Authorized Representative of the Borrower certifies to all of the below by checking the box 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 guidance 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.

☐ The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

**SBA Instructions**

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or in a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the Paycheck Protection Program Rules. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

**Authorized Representative of Borrower Details**

Enter your name, title and email address as the Authorized Representative of the Borrower.

First Name  
Daniel

Last Name  
Logeman

Title

Email Address  
daniel@poppopppop.info

Back Save Save and Continue

# Demographics



# Simplified Application: Demographics

The **Optional Demographic Information** page 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.

**Optional Demographic Information**

The SBA collects this data for program reporting purposes only. Disclosure is voluntary and will have no bearing on the loan forgiveness decision.

**SBA Instructions**

1. Purpose. Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. Description. This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.
3. Definition of Principal. The term "Principal" means:
  - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
  - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower's business.
  - For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
  - For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
  - Any individual hired by the Borrower to manage the day-to-day operations of the Borrower ("key employee").
  - Any trustor (if the Borrower is owned by a trust).
  - For a nonprofit organization, the officers and directors of the Borrower.
4. Principal Name. Insert the full name of the Principal.
5. Position. Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

Do you wish to provide optional demographic information to the SBA?

☐ Yes ☐ No

[Back](#) [Save](#) [Save and Continue](#)

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

**Demographic Information**

Enter information about the Borrower's Principal. Add additional Principals if necessary.

**Principal 1**

First Name

Last Name

Position

Veteran Status

Gender

Race (more than one may be selected):

☐ American Indian or Alaska Native (1)

☐ Asian (2)

☐ Black or African-American (3)

☐ Native Hawaiian or Pacific Islander (4)

☐ White (5)

☐ Not Disclosed (X)

Ethnicity

[Add Additional Principal](#)

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

**Note:** A maximum of 25 Principals can be added. For more than 25 you will need to complete and upload the Demographics Form (PDF) from the page.

Click **Save and Continue**

# Submit





# Simplified Application: Submit

If you are ready to submit, click **Submit Application**.

The screenshot shows the 'Submit Application' page. At the top, there is a navigation bar with links: Loan Information, Forgiveness, Review, Attestations, Demographics, and Submit. The 'Submit' link is highlighted. Below the navigation bar, the page title is 'Submit Application'. A message states: 'Your application is ready to submit.' Below this, a note says: 'Please note that once you submit your application, you will have to contact Regions to make any application changes or include additional documents.' There is a large green button labeled 'Submit Application'. Below the button, there are two smaller links: 'Save and Return Later' and 'Back'.

- If you are **NOT** ready to submit your application, click **Save and Return Later**.
- Once you have submitted your application, if it was for a 2<sup>nd</sup> Draw Loan you will receive the following message:

The screenshot shows a confirmation message: 'Your application has been submitted to Regions. Thank you!'. Below this, there is a section titled 'Next Steps' with a list of five steps: 1. Your application is now under review by Regions. If we have any questions, a Regions associate will contact you using the email address you provided. 2. Once all needed information is received and reviewed, we will send you an email of your application to review and sign electronically. 3. Once we have received your signed documents they will be reviewed and submitted to the SBA. 4. The SBA has 90 days to review your application. 5. Regions will notify you when a decision has been made, or in the case that the SBA requests additional information. At the bottom, there is a link: 'Go to Loan Dashboard'.

- If it was for a 1<sup>st</sup> Draw Loan you will receive the following message:

The screenshot shows a confirmation message: 'Your application has been submitted to Regions. Thank you!'. Below this, there is a section titled 'Next Steps' with a list of five steps: 1. Regions Review: Your application is now under review by Regions. If we have any questions, a Regions associate will contact you using the email address you provided. 2. DocuSign Signature: You will be sent a DocuSign email containing application documents to review and sign electronically. Below this, there is a section titled 'About Your DocuSign Email' with text: 'Within 24 hours, you will receive an email from "DocuSign NA3 System <dse\_NA3@docusign.net>" with a subject line of "Documents for your DocuSign Signature". If you do not receive this email, it may have gone to your spam/junk folder. This email is not spam, and you must click on the "Review Documents" link within the email to complete and sign your Forgiveness application. Failure to complete the DocuSign signature process will prevent Regions from submitting your Forgiveness application to the SBA. To see an example of the email you will receive, [select here](#).

3. Submission to SBA: Once we have received your signed documents they will be reviewed and submitted to the SBA.

4. SBA Review: The SBA has 90 days to review your application.

5. Final Decision: Regions will notify you when a decision has been made, or in the case that the SBA requests additional information.

At the bottom, there is a link: 'Go to Loan Dashboard'.

- You will also receive a submission confirmation email that provides information regarding next steps and how to check the status of your application.
- After Regions has reviewed your submitted application and has received and verified all supporting documentation you will receive an email enclosing your application to review and sign electronically.

The screenshot shows an email from 'John Doe' to 'John Doe'. The email content is: 'DocuSign NA3 System <dse\_NA3@docusign.net> on behalf of a Regions Banker via DocuSign <dse\_NA3@docusign.net>'. The email body shows the Regions Bank logo and a message: 'Regions Bank has sent you loan documents to review and sign. Important Note: This DocuSign Package will expire if not completed by 3/5/2021 11:59:00 PM PST. REVIEW DOCUMENTS'. At the bottom, there is a small note: 'Thank you for submitting your Paycheck Protection Program (PPP) loan Forgiveness Application. We are pleased to let you know that Regions has validated and conditionally approved in whole or in part your PPP loan Forgiveness Application. Regions Bank is sending you this request to review and electronically sign your final Forgiveness Application. Please select the link above, carefully review each field in the application for accuracy and compliance with PPP rules, and'.

**Note:** After submitting your application, you will have to contact Regions if you need to provide more documents or to make changes to your application.