Paycheck Protection Program (PPP) Forgiveness:
Completing the EZ Application (Form 3508 EZ)

REGIONS

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 EZ Application (Form 3508 EZ), to include all required supporting documentation

Logging In

Forgiveness Portal: Log In

Regions recommends that you use the most current desktop version of one of the following browsers:

- Microsoft Edge
- Google Chrome
- 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 their browser popup blocker

Note: Only 1 set of credentials can be used to access your loan via the Regions Forgiveness Portal. Please ensure you use the same credentials each time you login to access your loan.

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

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

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

Forgiveness Portal: Log In

If the loan is not found, you will be prompted to enter additional information to locate the note:
- 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 **Look Up Loan**.

- If the loan is still not located, click **Try Again** and re-enter the information.
- After 5 attempts the system will lock you out.
- Contact your local branch or 1-800-REGIONS to reset.

Once your loan has been located, review the loan information that displays, then click **Apply for Forgiveness**.

If you have multiple loans, you can search for them from this screen.
- To located the additional loan(s) click **Have another PPP loan? Help us find it**
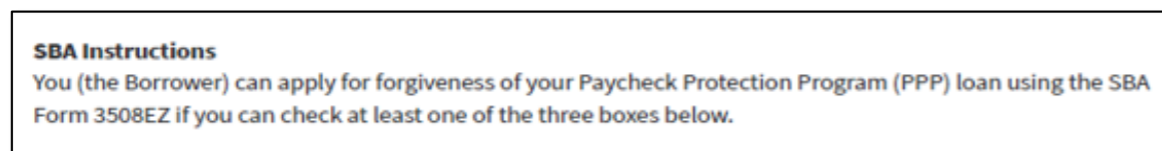- You can bring up to 5 loans into your session

Get Started: Navigation

As you complete the application there are important indicators, instructions, notes and warnings that you need to read carefully.
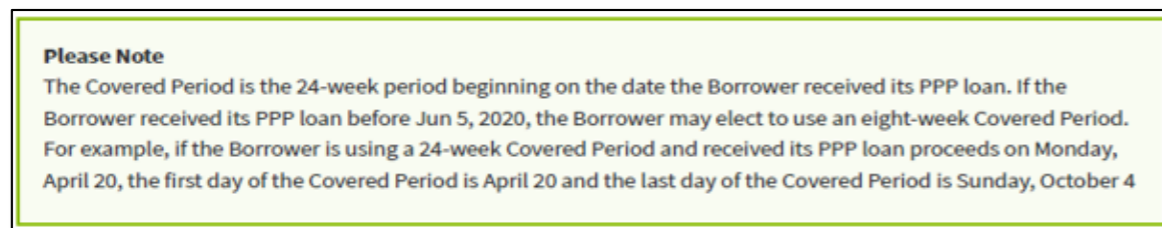
1. The stages of the application display at the top of the screen to identify where you are in the application process, and what stages you have left.

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.
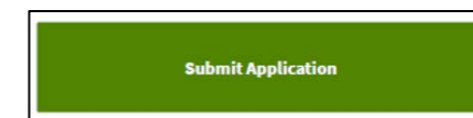

SBA Instructions
You (the Borrower) can apply for forgiveness of your Paycheck Protection Program (PPP) loan using the SBA Form 3508EZ if you can check at least one of the three boxes below.

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

Please Note
The Covered Period is the 24-week period beginning on the date the Borrower received its PPP loan. If the Borrower received its PPP loan before Jun 5, 2020, the Borrower may elect to use an eight-week 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

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.

Back		Save	Save and Continue

Submit Application

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

A copy of a completed Schedule A Worksheet or equivalent is required

Please Resolve the Issues Above
There are some issues with the required fields on this page, please scroll up to resolve them. ✕

Get Started: Standard or EZ Application

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

- If you can check at least one of the three boxes, you can apply for forgiveness using the EZ Application.

- If you are not able to check at least one of the three boxes, the green note section will inform you if you are or are not eligible to complete the EZ Application.

Click **Save and Continue**

Note: If you are **NOT** eligible to submit the EZ Application, Click Here to access the PPP Forgiveness Standard Application Reference Guide.

EZ Application

EZ Application: Loan Information

The Loan Information page will display:

1. Loan Details – Covered Period begins on the Disbursement Date.

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. Economic Injury Disaster Loan (EIDL) Advance – Select Yes or No to indicate if you also received an EIDL Advance. If Yes, enter EIDL Advance amount and Number. SBA will deduct EIDL Advance Amount from the forgiveness amount remitted to the lender.

4. PPP Loans in Excess of $2 Million – **ONLY** check the box if, along with any affiliated businesses, you received PPP loans in excess of $2 million.

5. Number of Employees – The number will prefill based on the original loan application. Edit the number if needed.

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

Click **Save and Continue**

Covered Period

EZ Application: Covered Period

The Covered Period page will display:

1. Payroll Schedule – Click the radio button that indicates the Payroll Schedule during the Covered Period or the Alternative Payroll Covered Period.
   If Other, enter the frequency in the "Other" field.
   Note: The option of using an Alternative Payroll Covered Period will be available if you select Biweekly, Weekly, or Other.

2. Covered Period – Click the radio button that indicates the preferred Covered Period, either 8 or 24 weeks.
   Note: The Covered Period will automatically default based on your original loan disbursement date, but can be changed, if desired, for pre-June 5, 2020 loans.

3. Covered Period (continued) – If you select 8 weeks, a screen will display explaining that if you have sufficient eligible expenses to qualify for full forgiveness at the end of 8 weeks you may go ahead and apply; however, you can also elect to wait until the end of the 24 weeks in order to incur more eligible expenses.

4. Alternative Covered Period – Select Yes or No to indicate if you prefer to use the Alternative Payroll Covered Period. If Yes, enter the start date of the Alternative Payroll Covered Period which cannot be later than the length of the selected pay frequency.

Click **Save and Continue**

Note: If you return to the Covered Period page, a message will display warning that any changes made will affect the Payroll calculations and documentation.

Payroll Cost

EZ Application: Payroll Costs

The Payroll Cost page will display. Use this page to help calculate your Payroll Costs for the Covered Period or Alternative Covered Period.

Note: If you do not have a particular cost, enter 0 in the field and move to the next cost field.

1. SBA Instructions – Review the SBA Instructions to understand what qualifies as eligible Payroll Cost.

2. Cash Compensation– Cash Compensation for employees during the Covered Period or Alternative Covered Period, not including any independent contractors, owner-employees, self-employed individuals, or partners.

3. Compensation to Owners – Total amount paid to owner-employees/self-employed individuals/general partners.

4. Non-Cash Compensation Payroll Costs – Total amount paid by Borrower for employee contributions for employee health insurance, to employee Retirement Plans and for employee state and local taxes assessed on employee compensation.

5. Total Payroll Costs – Total Payroll Cost is automatically calculated.

Click **Save and Continue**

Payroll Documents

Required Supporting Documents

In addition to your loan documents, you will need documentation of Payroll Cost verifying the eligible cash compensation and the non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period, as well as documentation of Non-Payroll Cost verifying existence of the obligations/services prior to February 15, 2020, and eligible payments from the Covered Period. In addition, if you use Form 3508 – Standard Application you may elect to provide documentation of full-time equivalency (FTE).

This 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, pptx, xlsx, xls, tif, tiff, pdf, bmp, jpg, jpeg, png, gif
- 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.

EZ 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: Bank Account 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. Payroll: 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.

3. Health Insurance Contributions – Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance that you included in the forgiveness amount (PPP Schedule A, lines (6) and (7))

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.

EZ Application: Payroll Documents

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 (PPP Schedule A, lines (6) and (7)).

5. FTE Documentation – Documentation showing (at your election):

   a. the average number of FTE employees on payroll per week you employed between February 15, 2019 and June 30, 2019;

   b. the average number of FTE employees on payroll per week you employed between January 1, 2020 and February 29, 2020; or

   c. in the case of a seasonal employer, the average number of FTE employees on payroll per week you employed between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between May 1, 2019 and September 15, 2019.

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.

The selected time period must be the same time period selected for purposes of completing PPP Schedule A, line 11. Documents may include payroll tax fillings you reported or will report to the IRS (typically, Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax fillings you reported or will report to the relevant state. Documents submitted may cover periods longer than the specific time period.

Click **Save and Continue**

Other Cost

EZ Application: Other Cost

Enter corresponding values for the following sections. If you enter a value, you will also have to upload supporting documentation.

1. 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.
2. Select Yes or No regarding skipping adding Non-Payroll cost. If Yes, click **Save and Continue.**
3. If No, 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
4. If Yes, enter the amount and upload supporting documentation. (see details on the next 3 pages)

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: 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.

Business Mortgage Interest Payments

Did the Borrower incur any business mortgage interest payments during the Covered Period that they would like to include as a cost covered by this loan and eligible for forgiveness?

- ◉ Yes   ○ No

$ [Mortgage Interest Payments]

SBA Instructions

Covered mortgage obligations: payment of mortgage interest (not including any prepayment or payment of principal) or any business mortgage obligation on real or personal property incurred before February 15, 2020 ("business mortgage interest payments").

Upload Mortgage Interest Payment Documents

SBA Instructions

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

Please include either a copy of the Borrower's lender amortization schedule or lender account statement from February 2020.

Upload Lender Amortization Schedule or Lender Account Statement from February 2020
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt, pdf, jpg, jpeg, png

Please include receipts, cancelled checks or lender account statements from the months of the Covered Period through one month after the end of the Covered Period.

Upload Receipts, Cancelled Checks or Lender Account Statements through One Month After End of Covered Period
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt, pdf, jpg, jpeg, png

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.

Business Rent or Lease Payments

Did the Borrower incur any business rent or lease payments during the Covered Period that they would like to include as a cost covered by this loan and eligible for forgiveness?

(●) Yes   ( ) No

$ | Rent or Lease Payments

SBA Instructions

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").

Upload Business Rent Or Lease Payment Documents

SBA Instructions

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

Please include a copy of the Borrower's current lease agreement or lessor account statements from February 2020.

Upload Current Lease Agreement or Lessor Account Statements from February 2020
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt, pdf, jpg, jpeg, png

Please include receipts, cancelled checks or lessor account statements from the months of the Covered Period through one month after the end of the Covered Period.

Upload Receipts, Cancelled Checks or Lessor Account Statements through One Month After End of Covered Period
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt, pdf, jpg, jpeg, png

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.

Business Utility Payments

Did the Borrower incur any business utility payments during the Covered Period that they would like to include as a cost covered by this loan and eligible for forgiveness?

(•) Yes   ( ) No

$ | Business Utility Payments

SBA Instructions

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").

Upload Business Utility Payments

SBA Instructions

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.

Please include a copy of invoices from February 2020.

Upload Invoices from February 2020
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt,pdf, jpg, jpeg, png

Please include receipts, cancelled checks or account statements paid during the Covered Period.

Upload Receipts, Cancelled Checks or Account Statements Paid During the Covered Period
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 25MB—Allowed File Types: doc, docx, docm, xlsx, xltx, xls, xlt,pdf, jpg, jpeg, png

Review

EZ 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 6 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 half of page)

(bottom half of page)

Forgiveness

EZ Application: Forgiveness

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

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 3 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.

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.

Attestations

EZ 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 boxes must be checked before you can submit 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**

Demographics

EZ 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.

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**

Click **Save and Continue**

Submit

EZ 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.
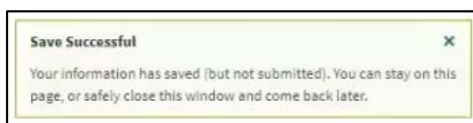
1. If you are ready to submit your application, click Submit Application.
   Once you have submitted your application, you will receive the following message:
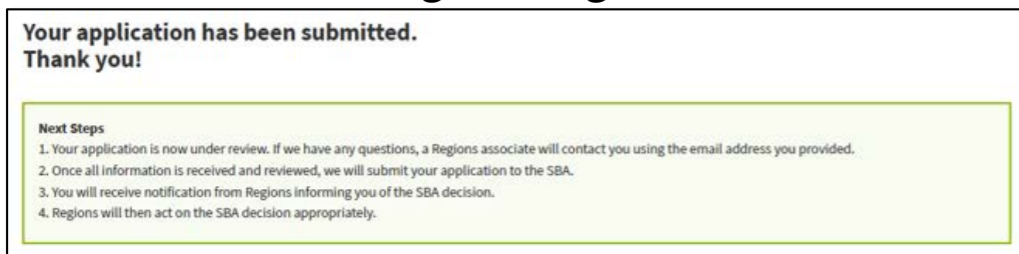
2. If you are not ready to submit your application, click Save and Return Later.
   If you click this option, you will receive the following

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