

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



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 the Schedule A Worksheet and all other 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

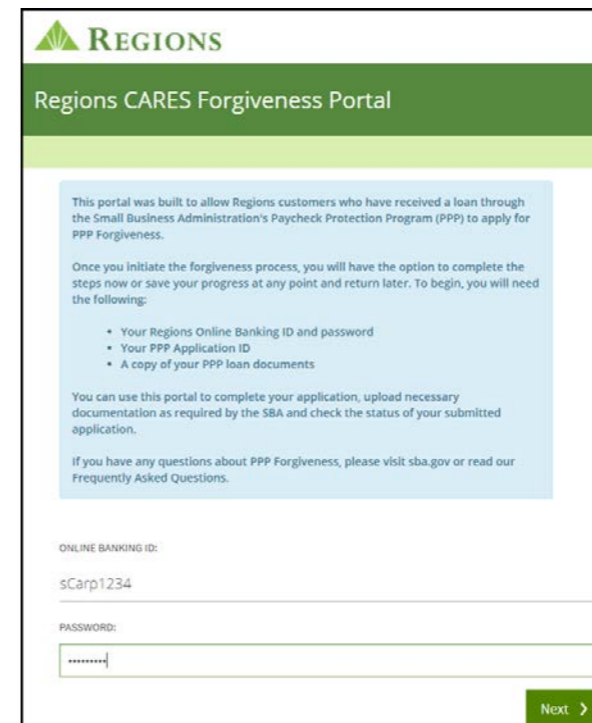
If you elect not to upgrade your browser, your experience may not be optimal, and the browser may not support the latest standards for safe and secure transactions.

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

Note: Only 1 set of Regions Online Banking 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 be able to access your loan and check the status.

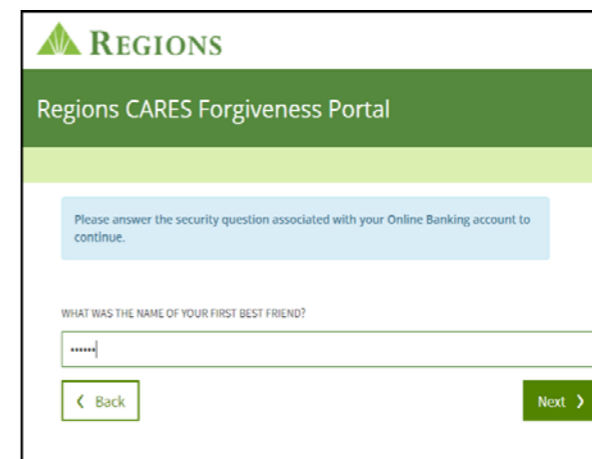
Log In using your Regions Online Banking credentials to access the Forgiveness Portal.

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



The screenshot shows the 'Regions CARES Forgiveness Portal' login page. At the top is the Regions logo and the title 'Regions CARES Forgiveness Portal'. Below this is a light blue informational box with text explaining the portal's purpose and listing required items: 'Your Regions Online Banking ID and password', 'Your PPP Application ID', and 'A copy of your PPP loan documents'. Below the box are two input fields: 'ONLINE BANKING ID:' with the value 'sCarp1234' and 'PASSWORD:' with a masked field. A green 'Next >' button is at the bottom right.

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



The screenshot shows the security question page of the 'Regions CARES Forgiveness Portal'. It features the Regions logo and title at the top. A light blue box contains the instruction: 'Please answer the security question associated with your Online Banking account to continue.' Below this is a text input field with the question 'WHAT WAS THE NAME OF YOUR FIRST BEST FRIEND?' and a masked answer field. At the bottom are two buttons: a green 'Back <' button and a green 'Next >' button.

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

The screenshot shows the 'PPP Loan Dashboard' search interface. It includes a 'Welcome to Your Loan Dashboard' message, a 'Help us find your loan' section with instructions, and three input fields: 'SBA PPP 7(a) Loan Authorization Number', 'TIN (SSN or EIN)', and 'Loan Amount'. A 'Search for Loan' button is at the bottom. A note indicates 'Maximum of 5 attempts'.

• 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.

The screenshot shows the 'PPP Loan Dashboard' with a message: 'We do not see any loans associated with your account.' Below this, it says 'Sorry, no loan found' and 'We could not find a loan that matched the details you provided.' There is a 'Try Again' link.

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

The screenshot shows the 'PPP Loan Dashboard' with a table of loan details for 'Pop Pop Pop LLC'. The table includes columns for SBA PPP Loan Number, Loan Amount, Disbursement Date, Interest Rate, Next Payment Due, and Next Payment Amount. There are also links for 'Forgiveness' and 'Forgiveness Documents'. An 'Apply for Forgiveness' button is visible at the bottom right.

SBA PPP Loan Number	Loan Amount	Disbursement Date	Interest Rate	Next Payment Due	Next Payment Amount
0895952	\$150,000.00	4/20/2020	1.00%	6/12/2020	\$10,000

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

[Have another PPP loan? Help us find it](#)

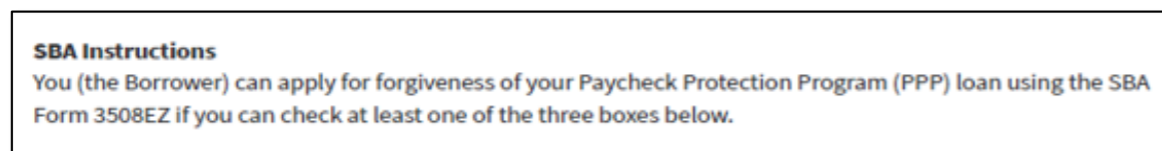
Get Started: Navigation

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

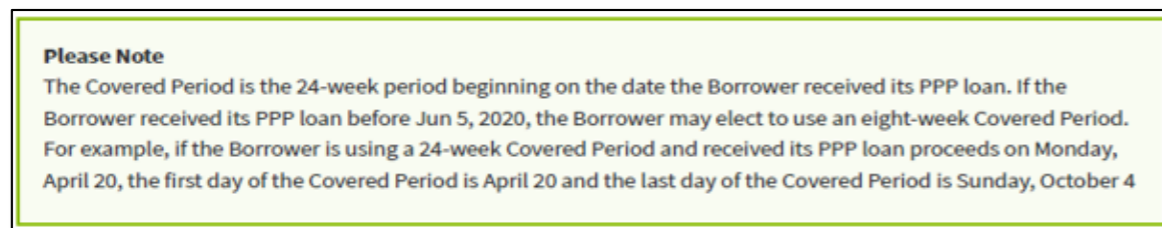
1. The stages of the application display at the top of the screen to identify where you are in the application process, and what stages you have left.



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.

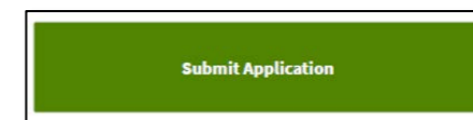


3. You can find additional instructions, examples and explanations in the **Please Note** boxes to help you complete the application.



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.



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**

REGIONS
Get Started

Get Started

Please check any of the following that apply to the Borrower [DYNAMICALLY INSERT BUSINESS NAME]. These questions will help us guide you through the appropriate SBA PPP Loan Forgiveness application.

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.

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

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

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

AND

The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. (Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020. Also ignore reductions in an employee's hours that the Borrower offered to restore and the employee refused. See 85 FR 33004, 33007 (June 1, 2020) for more details.

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

AND

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

Please Note
Based on your selections above, you are eligible for the SBA PPP EZ Loan Forgiveness Application and will be directed to the EZ form.

Back Save Save and Continue

Please Note
Based on your selections above, you are not eligible for the SBA PPP EZ Loan Forgiveness Application and will be directed to the full SBA PPP Loan Forgiveness Application.

Back Save 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:

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, if needed.
6. Loan Term Extension – Applies only to the portion of the loan, if any, that is not forgiven. Make your selection based on the information provided in the green note section.

1

The screenshot shows the top navigation bar with 'Get Started' selected. Below it is the 'Loan Information' section with a sub-header 'Loan Details'. The details include: PPP Loan Disbursement Date (04/20/2020), PPP Loan Amount (USD 1,150,000), SBA PPP Loan Number (5672342389), and Lender PPP Loan Number (47823792).

4

5

The screenshot shows two sections. The first is 'PPP Loans in Excess of \$2 Million' with a checkbox and SBA instructions. The second is 'Number of Employees' with input fields for 'Employees at Time of PPP Loan Application' (value: 25) and 'Employees at Time of Forgiveness', each with SBA instructions.

2

The screenshot shows the 'Business Information' section. It includes fields for Business Legal Name (Pop Pop Pop LLC), DBA or Tradename (N/A), Business TIN (EIN, SSN) (008 16 6811), Primary Contact Name (Daniel Logeman), Email Address (daniel@poppoppop.info), Business Phone (212 368 9555), and Business Address (Billing) (123 Main Street, New York, NY 10001). A green note box contains instructions about updating business information in Online Banking.

6

The screenshot shows the 'Loan Term Extension' section. It features a 'Please Note' box with a green border explaining the PPP Flexibility Act. Below are radio buttons for 'Original 24 Months' and 'Extend to 60 Months'. At the bottom are 'Back', 'Save', and 'Save and Continue' buttons.

3

The screenshot shows the 'Economic Injury Disaster Loan (EIDL) Advance' section. It has a radio button selection for 'Yes' (selected) or 'No'. Below are input fields for 'EIDL Advance Amount' (5,000.00) and 'EIDL Application Number' (42372938), each with SBA instructions.

Click **Save and Continue**

Covered Period



Standard 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**

1 **REGIONS**
Get Started | Loan Info | **Covered Period** | Schedule A | Payroll Docs | Other Costs | Review | Forgiveness | Attestations | Demographics | Submit

Covered Period
Your payroll schedule, covered period and alternative covered period – if applicable
All fields are required unless noted otherwise.

Payroll Schedule
Select the frequency with which you distribute payroll to employees:

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

Other payroll frequency:

2 **REGIONS**
Get Started | Loan Info | **Covered Period** | Schedule A | Payroll Docs | Other Costs | Review | Forgiveness | Attestations | Demographics | Submit

Covered Period

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

Because you received your PPP loan before June 5, 2020, you may elect to use an eight-week Covered Period. Please indicate your chosen Covered Period duration below.

- 24 weeks (168 days)
- 8 weeks (56 days)

Start Date: 04/20/2020
End Date: 06/14/2020

Please Note
Regions has filled these fields automatically based on your loan disbursement date as specified by the SBA.

3 **REGIONS**
Get Started | Loan Info | **Covered Period** | Schedule A | Payroll Docs | Other Costs | Review | Forgiveness | Attestations | Demographics | Submit

Covered Period

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

Please Note
The PPP Flexibility Act expanded the Covered Period from eight weeks to 24 weeks. You are still able to apply for forgiveness after eight weeks however 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 now, please continue your application. However, if you'd like to wait until the end of your 24-week Cover Period, your progress has been saved and you can return at that time.

Start Date: 04/20/2020
End Date: 06/14/2020

Please Note
Regions has filled these fields automatically based on your loan disbursement date as specified by the SBA.

4 **REGIONS**
Get Started | Loan Info | **Covered Period** | Schedule A | Payroll Docs | Other Costs | Review | Forgiveness | Attestations | Demographics | Submit

Alternative Covered Period
If the payroll schedule you selected above is biweekly or more frequent, you can choose an alternative covered period. Please make the selection above.

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

Do you want to use the Alternative Covered Period?
 Yes No

Start Date: 04/25/2020
End Date: 06/19/2020

REGIONS
Get Started | Loan Info | **Covered Period** | Schedule A | Payroll Docs | Other Costs | Review | Forgiveness | Attestations | Demographics | Submit

Covered Period
Your payroll schedule, covered period and alternative covered period – if applicable
All fields are required unless noted otherwise.

Please Note
If you make changes to the Alternative Covered Period on this page it will affect the Payroll calculations and documentation.

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.

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.

1 **Worksheet Table 1 Totals**

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1

Cash Compensation (Box 1)
\$ 98,000.00

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1

Average FTE (Box 2)
8

Was the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll Covered Period at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020?

Yes (Enter 0 in line 3.) No

SBA Information
Borrowers are eligible for loan forgiveness for certain expenditures during the Covered Period or the Alternative Payroll Covered Period. However, the actual amount of loan forgiveness the Borrower will receive may be less, depending on whether the salary or hourly wages of certain employees during the Covered Period or the Alternative Payroll Covered Period was less than during the period from January 1, 2020 to March 31, 2020. If the Borrower restored salary/hourly wage levels, the Borrower may be eligible for elimination of the Salary/Hourly Wage Reduction amount.

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1

\$ Salary/Hourly Wage Reduction (Box 3)

Yes (Enter 0 in Line 3 below) No

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1

Salary/Hourly Wage Reduction (Box 3)
\$0.00

Automatically filled
We have entered \$0.00 for the Salary/Hourly Wage Reduction because you stated that the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll Covered Period at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020.

2 **Worksheet Table 2 Totals**

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2

\$ Cash Compensation (Box 4)

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2

Average FTE (Box 5)

3 **Non-Cash Compensation Payroll Costs**

During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid by Borrower for employer contributions for employee health insurance

\$ Contributions for Health Insurance

SBA Instructions
Enter the total amount paid by the Borrower for employer contributions for employee health insurance, including employer contributions to a self-insured, employer-sponsored group health plan, but excluding any pre-tax or after tax contributions by employees. Do not add employer health insurance contributions made on behalf of a self-employed individual, general partners, or owner-employees of an S-corporation, because such payments are already included in their compensation.

Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans

\$ Contributions for Retirement Plans

SBA Instructions
Enter the total amount paid by the Borrower for employer contributions to employee retirement plans, excluding any pre-tax or after-tax contributions by employees. Do not add employer health insurance contributions made on behalf of a self-employed individual, general partners, or owner-employees of an S-corporation, because such payments are already included in their compensation.

Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation

\$ State and Local Taxes on Employee Comp.

SBA Instructions
Enter the total amount paid by the Borrower for employer state and local taxes assessed on employee compensation (e.g., state unemployment insurance tax); do not list any taxes withheld from employee earnings.

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**

4

Compensation to Owners

During the Covered Period or the Alternative Payroll Covered Period

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

Did more than one owner-employee, self-employed individual or general partner receive compensation in this period?

Yes No

Line 9. Total amount paid to owner-employees/self-employed individuals/general partners

\$ Total Owner Compensation

Please Note
If you have used a third party worksheet or equivalent, please ensure it includes a table that lists the names of and payments to each owner-employee/self-employed individual/general partner

5

Total Payroll Costs

Line 10. Payroll Costs

Payroll Costs To be calculated

SBA Instructions
Payroll Costs (add lines 1, 4, 6, 7, 8, and 9)

6

Full-Time Equivalency (FTE) Reduction

Did the Borrower reduce the number of employees or the average paid hours of their employees between January 1, 2020 and the end of the Covered Period?

Yes
 No (Skip FTE Reduction Safe Harbor, line 11 and line 12. Enter 1.0 in line 13.)

SBA Instructions
Indicate the FTE of

- (1) any positions for which the Borrower made a good-faith, written offer to rehire an individual who was an employee on February 15, 2020 and the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020;
- (2) any positions for which the Borrower made a good-faith, written offer to restore any reduction in hours, at the same salary or wages, during the Covered Period or the Alternative Covered Period and the employee rejected the offer, and
- (3) any employees who during the Covered Period or the Alternative Payroll Covered Period
 - (a) were fired for cause,
 - (b) voluntarily resigned, or
 - (c) voluntarily requested and received a reduction of their hours.

In all of these cases, include these FTEs on this line only if the position was not filled by a new employee. Any FTE reductions in these cases do not reduce the Borrower's loan forgiveness.

Back

Save

Save and Continue

Payroll



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.

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: 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))

1

REGIONS

Get Started Loan Information Covered Period Schedule A **Payroll** Other Costs Review Forgiveness Attestations Demographics Submit

Payroll Documents

Provide documentation to verify eligible cash compensation and non-cash benefits payments during the Covered Period or the Alternative Payroll Covered Period. All fields are required unless noted otherwise.

Payroll: Bank Account Statements

SBA Instructions
Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.

Regions Note
If you have a Regions business account and are enrolled in Online Banking, you can download your statements using the following steps:
• Log in to Online Banking.
• Choose Online Statements from the Accounts tab.
• Select and download your desired statements.

Upload Bank Account Statements
Please include all statements or third-party payroll service provider reports needed to document the \$118,500.00 of cash compensation paid to employees you entered on line 1 and line 4 in Schedule A.

Upload Bank Account Statements or Payroll Reports
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 30MB - Allowed File Types: doc, docx, docm, pptx, xlsx, xls, xlst, xlsx, ppt, pptx, png, jpg, gif

2

REGIONS

Payroll: Tax Forms

SBA Instructions
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.

Upload Tax Forms
Please include all tax forms or third-party payroll service provider reports needed to document the \$2,100.00 of employer state and local taxes assessed on employee compensation you entered on line 8 in Schedule A.

Upload Tax Forms or Payroll Reports
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 30MB - Allowed File Types: doc, docx, docm, pptx, xlsx, xls, xlst, xlsx, ppt, pptx, png, jpg, gif

3

REGIONS

Health Insurance Contributions

SBA Instructions
Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance ... that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).

Upload Health Insurance Contribution Documents
Please include all payment receipts, canceled checks and/or account statements needed to document the \$10,384.00 of employer contributions you entered on line 6 in Schedule A.

Upload Health Insurance Contribution Documents
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 30MB - Allowed File Types: doc, docx, docm, pptx, xlsx, xls, xlst, xlsx, ppt, pptx, png, jpg, gif

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

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)).

4

Retirement Contributions

SBA Instructions
Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee... retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).

Upload Retirement Contribution Documents
Please include all payment receipts, canceled checks and/or account statements needed to document the \$4,879.00 of employer contributions you entered on line 7 in Schedule A.

Upload Retirement Contribution Documents
Click to choose a file from your computer, or drag and drop your file here.
File Size Limit: 30MB - Allowed File Types: doc, docs, docm, pptx, xlsx, xls, xl, xls, pdf, bmp, jpg, jpeg, png, gif

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

- the average number of FTE employees on payroll per week you employed between February 15, 2019 and June 30, 2019;
- the average number of FTE employees on payroll per week you employed between January 1, 2020 and February 29, 2020; or
- 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.

5

FTE Documentation

SBA Instructions
Documentation showing (at the election of the Borrower):

- the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019;
- the average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or
- in the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the Borrower 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.

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 filings reported, or that will be reported, to the IRS (typically, Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state. Documents submitted may cover periods longer than the specific time period.

Upload FTE Documents
Please include all documents showing the average FTE during your chosen reference period, as entered on line 11 in Schedule A.

Upload (FTE) Full-Time Equivalency Documents
Click to choose a file from your computer, or drag and drop your file here.

Back Save 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.

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



Standard Application: Other Cost

From the completed PPP Schedule A Worksheet enter corresponding values for the below sections. If you enter a value, you will be required 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 and you wish to seek forgiveness:
 - 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**

The screenshots show the 'Other Costs' section of the PPP application. Step 1 shows the 'Non-Payroll Costs and Documents' section with a 'Skip this Section' note. Step 2 shows the 'Would you like to skip adding non-payroll costs?' question with 'Yes' and 'No' radio buttons. Step 3 shows the 'Business Mortgage Interest Payments', 'Business Rent or Lease Payments', and 'Business Utility Payments' sections, each with a question and 'Yes'/'No' radio buttons. Step 4 shows the 'Upload Mortgage Interest Payment Documents' section with 'SBA Instructions' and an 'Upload Business Mortgage Interest Payment Documents' button.

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

\$

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, xlsx, 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, xlsx, 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



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 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)

REGIONS

Get Started | Loan Information | Covered Period | Schedule A | Payroll | Other Costs | **Review** | Forgiveness | Attestations | Demographics | Submit

Review Information

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.

Get Started

EZ Eligibility Question 1: "The borrower is a self-employed..."
No

EZ Eligibility Question 2: "The borrower did not reduce annual..."
No

EZ Eligibility Question 3: "The borrower did not reduce annual...AND..."
No

PPP Loan Disbursement Date: April 07, 2020
SBA PPP Loan Number: 48614221-08
Lender PPP Loan Number: 0143-046714360002879028

PPP Loan Amount: \$70,000.00

Business Information

The business recipient of the loan will be referred to as "The Borrower:"

Business Legal Name: Josh Forgiveness Inc. 414
Primary Contact Name: Josh Forgiveness@fourth
Email Address: josh.ford@fourth@regions.com

DBA or Tradename (Information Missing):
Business Address (Billing): 201 Monroe St, Montgomery, AL 36104
Business Phone: 334-999-9999

Business TIN (EIN, SSN): 00000000

EIDL Advance

EIDL Advance Amount: \$0.00
EIDL Application Number: N/A

Total PPP Loans Amount

Has the Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million?
No

Number of Employees

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

Loan Term Extension

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

Payroll Schedule

Frequency with which payroll is paid to employees:
Biweekly

Covered Period

Covered Period Start Date: 4/08/2020
Covered Period End Date: 06/30/2020

Alternative Covered Period

Use the Alternative Covered Period:
No

Alternative Covered Period Start Date: 01/20/2020
Alternative Covered Period End Date: 01/31/2020

Schedule A Worksheet

Schedule A Worksheet
Schedule A Worksheet One
Validated Calculation for Forgiveness.pdf

Worksheet Table 1 Totals

Line 1, Cash Compensation (Box 1): 106,880.00
Line 2, Average FTE (Box 2): 8
Line 3, Total state and local taxes amount an employee compensation: 12,880.00

Line 4, Salary/Hourly Wage Reduction (Box 3): 12,000.00

Line 5, Total contributions for employee health insurance: 12,000.00

Line 6, Total contributions to employee retirement plans: 12,000.00

Line 7, Total state and local taxes amount an employee compensation: 12,880.00

(bottom half of page)

Full Time Equivalency (FTE) Reduction

Did the Borrower reduce the number of employees or the average paid hours of their employees between January 1, 2020 and the end of the Covered Period or the Alternative Payroll Covered Period?
Yes

Did the Borrower reduce headcount at all between February 15, 2020 and April 26, 2020?
Yes

FTE Safe Harbor One

Is the Borrower, in good faith, able to document that it was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention or the Occupational Safety and Health Administration, related to the maintenance of standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19?
No

FTE Safe Harbor Two

Did the Borrower reduce headcount at all between February 15, 2020 and April 26, 2020?
Yes

Did the borrower restore its FTE employee levels by not later than June 30, 2020 to its FTE employee levels in the Borrower's pay period that included February 15, 2020?
Yes

Average FTE

Line 11, Average FTE during the Borrower's chosen reference period:
N/A

Payroll: Bank Account Statements

Bank Account Statements
Bank Account Statement
Regions Bank Account Statement.xlsx

Payroll: Tax Forms

Tax Forms
Tax or Payroll Document
Tax or Payroll Document.xlsx

Health Insurance Contributions

Health Insurance Documents
Health Insurance Document
Health Insurance Doc.xlsx

Retirement Contributions

Retirement Documents
Retirement Compensation Document
Retirement Comp Doc.xlsx

FTE Documentation

FTE Documents
Full Time Equivalency (FTE) Documents
FTE Doc.pdf

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

Business Mortgage Interest Payments: \$454,654.00

Business Mortgage Interest Documents:
Mortgage Document
US 89252 Test 072120.docx
Mortgage Document
US 89252 Test 072120.docx

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

Business Rent or Lease Payments: \$15,465.00

Business Rent or Lease Documents:
Rent of Lease Document
US 89252 Test 072120.docx
Rent of Lease Document
US 89252 Test 072120.docx

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

Total Business Utility Payments: \$1,210.00

Business Utility Payment Documents:
Utility Document
US 89001 Test 072120.docx
Utility Document
US 89604 Test 072120.docx

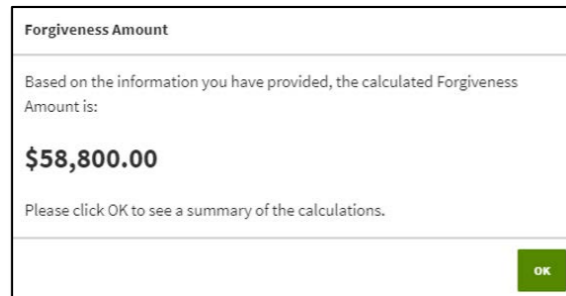
Buttons: Back, Save, Save and Continue

Forgiveness



Standard 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.

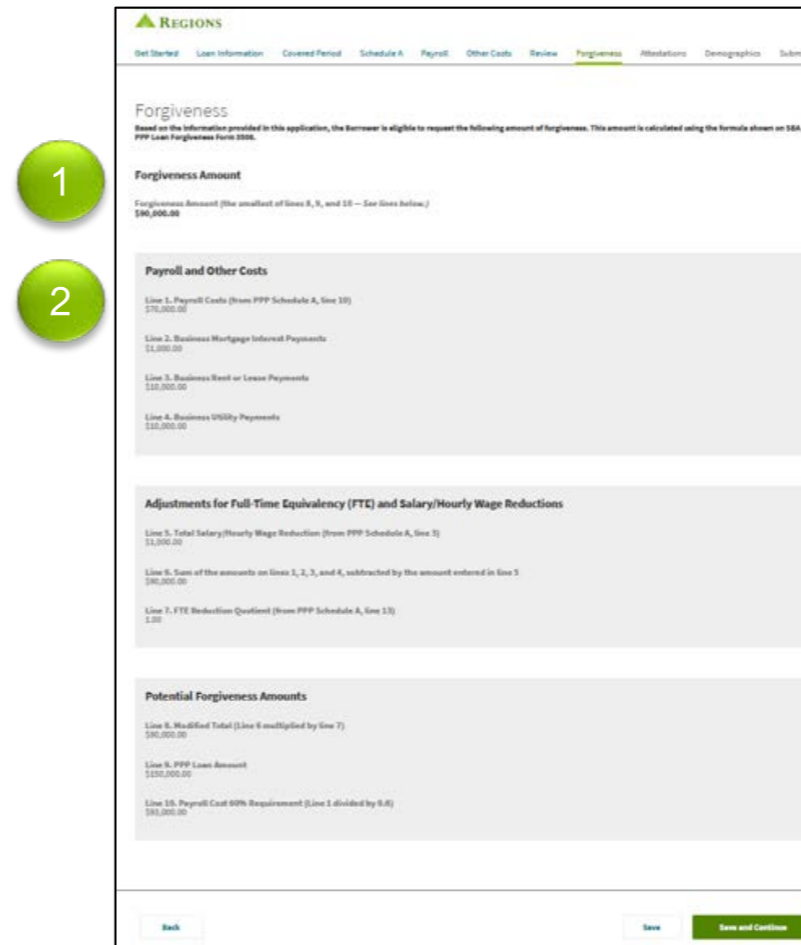
OK

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**



1

2

REGIONS

Get Started | Loan Information | Covered Period | Schedule A | Payroll | Other Costs | Review | **Forgiveness** | Attachments | Demographics | Submit

Forgiveness

Based on the information provided in this application, the Borrower is eligible to request the following amount of forgiveness. This amount is calculated using the formula shown on SBA PPP Loan Forgiveness Form 2020.

Forgiveness Amount

Forgiveness Amount (the smallest of Lines 8, 9, and 10 – See line below.)
\$90,000.00

Payroll and Other Costs

Line 1. Payroll Costs (from PPP Schedule A, line 10)
\$70,000.00

Line 2. Business Mortgage Interest Payments
\$1,000.00

Line 3. Business Rent or Lease Payments
\$10,000.00

Line 4. Business Utility Payments
\$10,000.00

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (from PPP Schedule A, line 5)
\$1,000.00

Line 6. Sum of the amounts on lines 1, 2, 3, and 4, subtracted by the amount entered in line 5
\$80,000.00

Line 7. FTE Reduction Quotient (from PPP Schedule A, line 13)
1.00

Potential Forgiveness Amounts

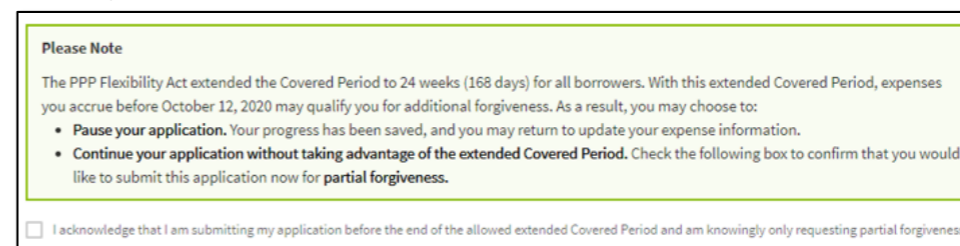
Line 8. Modified Total (Line 6 multiplied by line 7)
\$80,000.00

Line 9. PPP Loan Amount
\$100,000.00

Line 10. Payroll Cost 60% Requirement (Line 1 divided by 0.6)
\$90,000.00

Back | Save | **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



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 7 boxes must be checked. The eighth 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**

1

REGIONS

Get Started Loan Information Covered Period Schedule A Payroll Other Costs Review Forgiveness **Attestations** Demographics Submit

Attestations

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

Attestations

The Authorized Representative of the Borrower certifies to all of the below by checking the box next to each one.

- The dollar amount for which forgiveness is requested:
 - Was used to pay costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; or business utility payments);
 - Includes all applicable reductions due to decreases in the number of full-time equivalent employees and salary/hourly wage reductions;
 - Includes payroll costs equal to at least 60% of the forgiveness amount;
 - If a 24-week Covered Period applies, does not exceed 2.5 months' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$20,833 per individual; and
 - If the Borrower has elected an 8-week Covered Period, does not exceed 8 weeks' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$15,385 per individual
- I understand that 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.
- The Borrower has accurately verified the payments for the eligible payroll and non-payroll costs for which the Borrower is requesting forgiveness.
- I have submitted to the Lender the required documentation verifying payroll costs, the existence of obligations and service (as applicable) prior to February 15, 2020, and eligible business mortgage interest payments, business rent or lease payments, and business utility payments.
- The information provided in this application and the information provided in all supporting documents and forms 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 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 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 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- The tax documents I have submitted to the Lender are consistent with those the Borrower has submitted/will submit to the IRS and/or state tax or workforce agency. I also understand, acknowledge, and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of ensuring compliance with PPP requirements and all SBA reviews.
- I understand, acknowledge, and agree that SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that 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 a denial of the Borrower's loan forgiveness application.
- If the Borrower has checked the box for FTE Reduction Safe Harbor 1 on PPP Schedule A, the Borrower was unable to operate between February 15, 2020 and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

Please Note
Regions has updated this attestation automatically based on your selection to the FTE Reduction Safe Harbor One question on Schedule A.

SBA Instructions

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the PPP regulations and guidance issued by SBA through the date of this application. 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 and Last Name
Josh ForgivenessFourH

Title
I

Email Address
joshua.waldrop4h@regions.com

Back Save **Save and Continue**

2

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.

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 trustee (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.

Disclosure is voluntary and will have no bearing on the loan forgiveness decision

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

Yes No

Back Save Save and Continue

Click **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

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 (0)

Ethnicity

Add Additional Principal

Back Save Save and Continue

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

Click **Save and Continue**

Submit



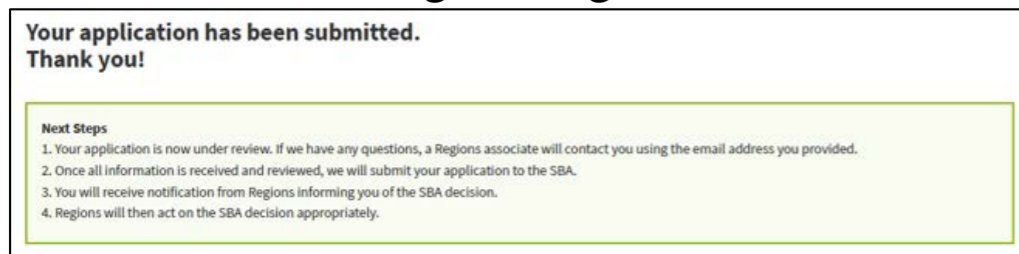
Standard Application: Submit Application

The Submit Application screen displays.

Note: After submitting your application, you will have to contact Regions if you need 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 note reminding you that your application has not been submitted. Please ensure that you return and submit your application at a later time.

