

Video Transcript: Regions PPP Loan Forgiveness: Portal & Application Process

Note:

Uplifting music begins to play.

On screen: Regions Logo appears in green. The Regions triangle rotates ninety degrees then slides to the right of the word “Regions” and fades in a circular motion, turning into a play button icon. A cursor clicks on play button.

[Voice-over] Regions has developed a user-friendly,

On screen: Text: Regions has developed a user-friendly

[Voice-over] digital portal

On screen: Text: Regions has developed a digital portal

[Voice-over] that makes it easier to apply for PPP Loan Forgiveness.

On screen: Text: Easier to apply for PPP Loan Forgiveness

[Voice-over] To access the Forgiveness Portal, select the link in your Regions email notification.

On screen: Screen fades to green and an email message slides in from the right with the subject: Regions PPP Loan Forgiveness. The message reads “Log In to the Forgiveness Portal.” The green “Log In” text highlights with circles.

[Voice-over] Then, log in using your Online Banking username and password.

On screen: An image of a laptop sitting on a table fades in. The laptop screen contains a browser with the Regions CARES Forgiveness Portal application screen. The mouse clicks on “Online Banking ID” and fills in with Username text and then Password section is typed in. The “Next” button is selected and fades to the PPP Loan Dashboard screen. The PPP Loan Dashboard screen scales up and out of the laptop. The background fades to green.

[Voice-over] You will also need your: SBA PPP Loan Authorization Number from your PPP note

On screen: The “SBA PPP 7(a) Loan Authorization Number” within a rectangle is highlighted and scaled up to the center of the screen while the PPP Loan Dashboard screen is faded out. Text above: You will also need your:

[Voice-over] Tax ID Number

On screen: The “TIN (SSN or EIN)” text fades into the rectangle. Text above: You will also need your:

[Voice-over] Loan Amount and

On screen: The “Loan Amount” text fades into the rectangle with a dollar symbol to the left. Text above: You will also need your:

[Voice-over] Note Date

On screen: The “Note Date” text fades into the rectangle. Text above: You will also need your:

[Voice-over] Before you apply,

On screen: Screen fades to white. Text in the center: Before you apply

[Voice-over] follow these simple tips to help you accurately complete and submit your application:

On screen: Text in the center: Follow these simple tips to help you accurately complete and submit your application.

[Voice-over] 1. Read the full application on SBA.gov/PPP and the Regions Borrower Application Guide, so you understand what information you’ll need and the steps involved.

On screen: The number “1” fades in on the bottom left-hand side of the screen in front of a green angled rectangle. Text to the right: “Read the full application on SBA.gov/PPP and the Regions Borrower Application Guide.” The SBA logo fades in above to the left. A rectangle fades in on the right with a teal header that reads “Paycheck Protection Program (PPP) Forgiveness Application Reference Guide” and a graphic of bullet list below with check marks. The Regions logo at the bottom right-side of the rectangle.

[Voice-over] 2. Become familiar with key terms like covered period, FTE, safe harbor and more on SBA.gov and on Regions.com/PPPLoanForgivenessFAQ.

On screen: The number “2” fades in over the green angled rectangle. Text to the right: “Become familiar with key terms like covered period, FTE, safe harbor and more on SBA.gov and on Regions.com/PPPLoanForgivenessFAQ.” Five squares fade in from left to right. The first one is a dark green square with text, “Covered Period”, the second square is light green with text, “FTE (Full Time Equivalency)”, the third square is light gray with text, “Safe Harbor”, the fourth square is teal with text, “Alternative Payroll Covered”, and the last one is dark blue with text, “Disbursement Date”.

[Voice-over] 3. Use the **Checklist for Using SBA Form 3508EZ** to see if the EZ application or standard Form 3508 is right for you.

On screen: The number “3” fades in over the green angled rectangle. Text to the right: “Use the **Checklist for Using SBA Form 3508EZ** to see if the EZ application or standard Form 3508 is right for you.” A screenshot of the Paycheck Protection Program PPP Loan Forgiveness Application Form fades in above and scales up slowly.

[Voice-over] 4. Review the rules for covered periods and select the eight- or 24-week option that makes sense for your business.

On screen: The number “4” fades in over the green angled rectangle. Text to the right: “Review the rules for covered periods and select the eight*- or 24-week option that makes sense for your business. *The eight weeks (56 days) choice is only available for loans disbursed before June 5, 2020.” A screenshot of the Covered Period fades in above with SBA Instructions and selections for 24 weeks (168) days or 8 weeks (56 days).

[Voice-over] 5. Analyze your payroll and nonpayroll expenses and decide which to include in your application.

On screen: The number “5” fades in over the green angled rectangle. Text to the right: “Analyze your payroll and nonpayroll expenses and decide which to include in your application.” An image of a man sitting at his desk looking at laptop with graphs fades in above.

[Voice-over] 6. Collect your supporting documents in the formats required for upload, with file sizes no larger than 11.9MB.

On screen: The number “6” fades in over the green angled rectangle. Text to the right: “Collect your supporting documents in the formats required for upload, with file sizes no larger than 11.9MB.” Several document icons animate on screen above with different file type names below (.pdf, .doc, .docx, .docm, .pptx, .xlsx, .xls, .tif, .tiff, .bmp, .jpg, .jpeg, .png, .gif). The document icons all move to the center of the screen to an upload icon with 11.9MB text below.

[Voice-over] 7. Organize your electronic documents by expense type so you can easily identify and upload them to the portal.

On screen: The number “7” fades in over the green angled rectangle. Text to the right: “Organize your electronic documents by expense type so you can easily identify and upload them to the portal.” Five squares fade in from left to right. The first one is a dark green square with text, “Payroll Costs”, the second square is light green with text, “Leave

Benefits”, the third square is light gray with text, “Health Care Benefits”, the fourth square is teal with text, “Retirement Benefits”, and the last one is dark blue with text, “State and Local Payroll Taxes”.

[Voice-over] 8. Consult your CPA, payroll provider or attorney to answer additional questions.

On screen: The number “8” fades in over the green angled rectangle. Text to the right: “Consult your CPA, payroll provider or attorney to answer additional questions.” An image of a woman sitting at her desk talking to a man on webex fades in.

[Voice-over] Once you’ve taken steps to prepare,

On screen: Screen fades to white. Text in center: Once you’ve taken steps to prepare.

[Voice-over] completing the application is easy.

On screen: Screen fades to white. Text in center: Completing the application is easy.

[Voice-over] We’ll guide you step by step ...

On screen: Screen fades to green. Text in center: We’ll guide you step by step ...

[Voice-over] From choosing the right form

On screen: An illustrated laptop fades in the center with a check list overlay. Text below: Choosing the right form

[Voice-over] to documenting expenses

On screen: An illustrated receipt, check mark within a browser and credit cards fades in over the laptop. Text below: Documenting expenses

[Voice-over] to uploading supporting documents

On screen: The laptop scales back and splits into two laptops side by side with an arrow in between pointing right and left. Both laptops contain a document with green checkmark overlay. A white dotted line draws from the left document to the right document. Text below: Uploading documents

[Voice-over] and submitting your application.

On screen: The laptops come together to create one laptop in the center of the screen with a green “Submit Application” button. A circle animation overlays the button. Text below: Submitting your application

[Voice-over] And email you a copy of your forgiveness application

On screen: Screen fades to white with an email message in the center of the screen containing the Regions logo, document/pen icon in a circle, text “Regions Bank has sent you documents to review and sign.” and a “Review Documents” button. Text below: And email you a copy of your forgiveness application

[Voice-over] to sign electronically.

On screen: A laptop slides in from the right with an “X and line” and a green pen writes a signature over the line. Text below: Sign electronically

[Voice-over] So, what happens next?

On screen: Text in center: So, what happens next?

[Voice-over] Regions has 60 days to review your signed application

On screen: A laptop fades in with an illustrated browser overlay containing the Regions application with checkmarks, a signature at the bottom right and Regions logo above the laptop. Text below: Regions has 60 days to review your signed application

[Voice-over] and submit a decision to you and the SBA.

On screen: The Regions application slides off screen to the left and a green “Submit Decision” button fades in the laptop screen. Text below: Regions has 60 days to review your signed application and submit a decision to you and the SBA.

[Voice-over] The SBA then has 90 days to confirm final approval and the forgiveness amount.

On screen: The SBA U.S. Small Business Administration logo slides into the laptop screen. Text below: The SBA then has 90 days to confirm final approval and the forgiveness amount.

[Voice-over] The entire forgiveness process can take up to five months.

On screen: Laptop slides off screen to the left and a green rectangle fades in on the right with the words, 60 days. Regions logo is below. A plus sign fades in to the right of the rectangle then a dark blue rectangle fades in next to the plus sign with the word, 90 days and the SBA logo below. Text below: The entire forgiveness process can take up to five months.

[Voice-over] Please take your time filling out the form to avoid delays.

On screen: An illustrated clock fades in the center with a green dial that rotates around. Text below: Please take your time filling out the form to avoid delays.

[Voice-over] We'll keep you updated by email.

On screen: An email message slides in from the right into the center of the screen with the “Log in to view your Forgiveness Loan update.” text. An animated circle highlights the “log in” text.

[Voice-over] You can also check your application status in the Forgiveness Portal any time.

On screen: An image of a laptop on a desk fades in with the PPP Loan Forgiveness login screen.

[Voice-over] As always, we’re here to help any way we can.

On screen: The screen fades to white with text in the center: As always, we’re here to help any way we can.

[Voice-over] Learn more at SBA.gov and on Regions.com/PPPLoanForgiveness.

On screen: Text fades in, “Learn more at” then a dark blue rectangle below to the left-hand side of screen with text, “SBA.gov” and a light green rectangle to the right with text, “Regions.com/PPPLoanForgiveness”

On screen: Regions logo with disclosures