

PPP Loan Forgiveness – Instructions for Forgiveness Portal

In order to apply for forgiveness, you must complete a Form 3508 or a Form 3508 EZ, as well as provide documentation to support your application. This portal will provide you with a place to upload documents, enter payroll and non-payroll expenses, and calculate any reductions in your labor force or wages. As you enter your information, this portal will automatically calculate your loan forgiveness amount for you and will create the required Forgiveness Application.

Once we verify your application and you have provided all of the required documentation, we will send the completed Forgiveness Application form to you for a signature using Adobe e-sign. Your application will then be submitted to the SBA for their final review and decision on loan forgiveness.

Since guidance has changed multiple times since the PPP loan program began on April 3rd, here is a quick recap of important information for you regarding forgiveness:

- You must apply for forgiveness within 10 months of the last day of your covered period.
- If your loan was made prior to June 5th, you can elect an 8-week covered period, or you may choose to use a 24-week covered period.
- If your loan was made June 5th or after, you will only have an option of using a 24-week covered period.
- If you spend your funds prior to the end of your covered period, which we expect will happen in most cases when the 24-week covered period is used, you may file your forgiveness prior to the end of that covered period.

Our goal is for you to get full forgiveness of your loan, so if we see something that will help you achieve this, we will contact you to provide you with additional information regarding the PPP loan guidelines, but please be aware that we are unable to complete your application for you.

Portal Instructions

You should have received an email with a link to your secure portal. If you have not received that link by email, please contact us at sbaloans@visionbank.bank.

Once you click on the link, you will arrive at the PPP Loan Forgiveness page and you will see the following on your screen. The first thing you will want to do is check your EZ Form Eligibility.

The screenshot displays the PPP Loan Forgiveness portal interface. At the top, there is a blue button labeled "CHECK YOUR EZ FORM ELIGIBILITY". Below this button, there is a toggle switch for "Use EZ Form:" set to "NO". The main section is titled "BUSINESS INFORMATION" and contains several input fields for user data. On the left side, there is a vertical navigation menu with the following items: "BUSINESS INFORMATION" (highlighted in blue), "LOAN INFORMATION", "SCHEDULE A", "OWNER COMPENSATION", "FTE REDUCTIONS", "NONPAYROLL COSTS", "CALCULATE FORGIVENESS", and "SUBMIT".

BUSINESS INFORMATION	
* First Name: <input type="text"/>	* Last Name: <input type="text"/>
DBA or Tradename, if applicable: <input type="text"/>	* Business TIN (EIN, SSN): <input type="text"/>
* Address: <input type="text"/>	* City: <input type="text" value="ADA"/>
* State: <input type="text" value="OK"/>	* Zip Code: <input type="text" value="74820-0103"/>
* Phone: <input type="text"/>	* Email Address: <input type="text"/>
Contact First Name: <input type="text"/>	Contact Last Name: <input type="text"/>

Click on the blue EZ eligibility button and the following will pop up.

CHECK YOUR EZ FORM ELIGIBILITY



Supporting Documents

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

- 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).
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- 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 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.

SAVE AND CLOSE

CANCEL

If you meet the criteria for one of the three scenarios, you will click on the box to select it and then click on save and close. If you click on the blue text that says supporting documents, you will see the documentation you are required to provide and keep for the 3508EZ forgiveness application.

If you qualify for the Form EZ, you have the option of completing the shorter EZ form, or you may choose to complete the longer form. In order to select the short form, you will toggle the Use EZ form button under the Check Your EZ Form Eligibility blue button to yes. This will change the fields you are required to fill out for your Forgiveness Application to generate correctly.

Business Information Section

The first section will be the Business Information Section. The top portion will have your personal name or your business name based on your entity type. This information will be in gray boxes and cannot be changed by you. Also, your Taxpayer Identification Number will be hidden for security reasons. If you see an issue with any information in this section, please contact your lender.

BUSINESS INFORMATION

LOAN INFORMATION
SCHEDULE A
OWNER COMPENSATION
FTE REDUCTIONS
NONPAYROLL COSTS
CALCULATE FORGIVENESS
SUBMIT

BUSINESS INFORMATION

* First Name: * Last Name:

DBA or Tradename, if applicable: * Business TIN (EIN, SSN):

* Address: * City:

* State: * Zip Code:

* Phone: * Email Address:

Contact First Name: Contact Last Name:

Would you like to provide demographic data about your principals? Yes No

EMPLOYMENT INFORMATION

* Number of Employees at Time of Loan Application: * Number of Employees at Time of Forgiveness Application:

* Did you compensate any owners during the alternative payroll covered period? Yes No

* Is your business a seasonal employer? Yes No

PAYROLL INFORMATION

* Which duration would you like to use for your Covered Period?: 8 weeks 24 weeks

Covered Period, a 24-week (168-day) period starting on the PPP Loan Disbursement Date: to

* The frequency with which payroll is paid to employees is:

* Use Alternative Payroll Covered Period? Yes No

* Which duration would you like to use for your Alternative Payroll Covered Period?: 8 weeks 24 weeks

* Alternative Payroll Covered Period, a 24-week (168-day) period starting on the first day of the first pay period following the PPP Loan Disbursement Date: to

SAVE

Anything in the portal that has an asterisk is required. Also, please note that as you make selections by answering questions yes or no, the form will add additional items for you to answer. For example, if you would like to provide demographic data about your principals and select yes for that question, the form changes to include the following:

Would you like to provide demographic data about your principals?

Yes No

BORROWER DEMOGRAPHIC INFORMATION FORM

Disclosure of this information is voluntary and will have no bearing on your loan forgiveness decision.

Principal Name	Position	Veteran Status	Gender	Race	Ethnicity
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Disclosed	<input type="text"/>

[+ Add a Principal](#)

If you would like additional information and guidance as you are filling out the form, you can click on the Symbol.

* Number of Employees at Time of Loan Application:

* Number of Employees at Time of Forgiveness Application:

A box will pop up with additional guidance or information from the SBA on how to complete that item.

* Number of Employees at Time of Loan Application:

Enter the total number of employees at the time of your PPP loan application. Do not include any independent contractors, owner-employees, self-employed individuals, or partners.

Employees at Time of Forgiveness Application:

IMPORTANT: After you complete a section or at any time you make a change or add information, be sure to hit the save button. You will be able to stop working in the portal and come back to it at a later time, as long as you have saved your information along the way.

Covered Period in Payroll Information

When you get to the section regarding your covered period, some of the items will autofill based on your loan disbursement date. It is important you complete this section before moving on to other sections in the portal. This information will auto-populate in some of the other sections and is critical in the completion of the Form 3508 Schedule A information.

As previously mentioned, if your loan was made prior to June 5th, you will have the option to select the 8-week period or the 24-week period. If your loan was disbursed on or after June 5th, then your covered period will automatically populate as 24 weeks. Additionally, the frequency period is a drop-down box and the answer you select for your pay frequency will determine if you are eligible to enter an alternative covered period.

Important note to Schedule C filers and Partners of a business that files a Form 1065: If you select an 8-week covered period, your eligible payroll costs for owner compensation will be limited to 8/52 of your 2019 self-employment income. For Schedule C filers, self-employment income will be line 31 (net income) on your 2019 tax return and for partners, your self-employment income will be the amount reported on line 14a of the Schedule K-1 multiplied by 0.9235. If you have no other eligible non-payroll expenses, you will want to elect a 24-week period, or you will not receive full forgiveness.

PAYROLL INFORMATION

* Which duration would you like to use for your Covered Period?: [?](#)

8 weeks 24 weeks

Covered Period, a 24-week (168-day) period starting on the PPP Loan Disbursement Date: to

* The frequency with which payroll is paid to employees is:

* Use Alternative Payroll Covered Period? [?](#)

Yes No

* Which duration would you like to use for your Alternative Payroll Covered Period?: [?](#)

8 weeks 24 weeks

* Alternative Payroll Covered Period, a 24-week (168-day) period starting on the first day of the first pay period following the PPP Loan Disbursement Date: to

Loan Information Section

The loan information will auto-populate, and the SBA loan number and the Vision Bank loan number will be hidden for security purposes. That information will be in gray boxes and cannot be changed. If you notice anything that is incorrect in this section, please notify your lender.

If you received an EIDL loan, you will need to report any advances you received and your EIDL application number. This will be factored into your loan forgiveness by the SBA. We will not use that information in the amount we approve for forgiveness, but you need to be aware that the SBA could potentially lower the amount of your forgiveness by the amount of any EIDL advances you have received.

LOAN INFORMATION

* SBA PPP Loan Number: [?](#)

* Lender PPP Loan Number: [?](#)

* PPP Loan Amount: [?](#)

* PPP Loan Disbursement Date: [?](#)

EIDL Advance Amount: [?](#)

EIDL Application Number: [?](#)

Check if Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million: [?](#)

If you are eligible to complete Form 3508EZ and have toggled the EZ selection to yes, your next section will be Employee Compensation.

Employee Compensation Section – Form 3508EZ Only

In this section, you will provide amounts and documentation for total amounts paid for employee cash compensation, employer contributions for health insurance, employer contributions for retirement, and state unemployment taxes. Enter the total amount for the covered period in the boxes provided for each separate category.

EMPLOYEE COMPENSATION

Use this section to enter compensation costs for your employees that were incurred or paid during the Covered Period or Alternative Payroll Covered Period (depending on your selection above).

Suggested Documents [?](#)

Line 1. Total amount paid by Borrower for employee cash compensation: ?	<input style="width: 90%;" type="text" value="\$"/>	No documents uploaded
Line 2. Total amount paid by Borrower for employer contributions for employee health insurance: ?	<input style="width: 90%;" type="text" value="\$"/>	No documents uploaded
Line 3. Total amount paid by Borrower for employer contributions to employee retirement plans: ?	<input style="width: 90%;" type="text" value="\$"/>	No documents uploaded
Line 4. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation: ?	<input style="width: 90%;" type="text" value="\$"/>	No documents uploaded

SAVEUPLOAD DOCUMENTS

To upload your documentation after entering your amounts, click on save and then click on the upload documents button. The following screen will pop up.

UPLOAD DOCUMENT

Drop file here or click to upload.

Maximum File Upload Size: 60 MB

Select Related Fields

- Total amount paid by Borrower for employee cash compensation
- Line 6. Total amount paid by Borrower for employer contributions for employee health insurance
- Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans
- Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation

UPLOADCLOSE

In the box, you can either drag and drop files from your computer or you can click in the box and then search to find your saved document. Once you add the document, you will check the box of the line item that documentation applies to and select upload. For example, you can upload a payroll journal for the dates of your covered period and associate it

with the Total amount paid by Borrower for employee cash compensation by clicking the box next to that option. Be sure to note that the payroll provided for an individual employee cannot exceed \$100,000 when annualized. You will need to modify your payroll amount to reflect that reduction when entering your payroll costs.

If you are not eligible to use the Form 3508EZ, then the next section you will see is the Schedule A. This section requires that more information be included for the forgiveness calculation.

Schedule A Section – Form 3508 Only

SCHEDULE A

The Schedule A requires that you enter full-time equivalency (FTE) and payroll data from your Covered Period or Alternative Payroll Covered Period (depending on your selection above). If you need help calculating these values, you may download the Excel worksheet below to get started. If you have already calculated these values, you may skip the worksheet and fill out the Schedule A. Make sure you upload the documents used for your calculations so your lender can easily verify them.

[Suggested Documents](#) ⓘ

DOWNLOAD BLANK WORKSHEET

UPLOAD COMPLETED WORKSHEET

Within this section, you will find a fillable Excel Worksheet that will help you determine the amount of your loan that will be forgiven. Remember, if you are not eligible to fill out Form 3508EZ or you elect to fill out Form 3508 even if you are eligible to submit Form 3508EZ, you must complete this section. However, you do not have to use the Excel file. The Excel file is a tool for you. If you use this Excel file, when you upload your completed worksheet, some of the fields in the Schedule A field will auto-populate. If you do not use the Excel form, you may enter the information directly into the boxes from your documentation; however, you **MUST** include your calculations for arriving at your totals for compensation, average FTE and any salary/wage reductions.

If you chose to use the Excel worksheet, click on Download Blank Worksheet in the Schedule A section. An Excel file will open. Choose to enable the file. On the first tab of the Excel file, you will see a set of instructions for the steps you will take to complete the file.

Instructions	
<small>NOTE: This template is based on Based on interpretations of the CARES Act and guidance released through July 3rd, 2020</small>	
STEP 1	Click on the blue tab below titled "STEP 1. Review Reference Period" to enter the appropriate coverage period for forgiveness and indicate whether you intend on submitting this application before the end of your Covered or Alternative Payroll Covered Period.
STEP 2	Click on the blue tab below titled "STEP 2. Input Payroll" to enter the appropriate payroll information for each employee.
STEP 3	The four (4) green tabs below will be calculated from your inputs in steps 1 & 2. Borrower may review but no action needed.
STEP 4	Save this Excel worksheet and upload to the PPP Forgiveness Portal using the UPLOAD EXCEL WORKSHEET button (Note: PPP Forgiveness Portal accessible via link provided in the email received from Lender). Values from the worksheet will be auto-populated in the PPP Forgiveness Portal.

Across the bottom of the Excel workbook, you will see multiple tabs. You will navigate through the file by clicking on these tabs.

Instructions	STEP 1. Review Reference Period	STEP 2. Input Payroll	Schedule A Worksheet Table 1	Schedule A Worksheet Table 2	FTE Reduction Safe Harbor	PPP Schedule A
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You will only need to input information on the blue tabs. The green tabs will auto-fill and calculate all the information needed to complete the Loan Forgiveness Application Form.

On the first tab, you will find information regarding your covered period. This information comes from the Business Information Section of the forgiveness portal. You will only provide answers for the yellow boxes, unless it does not

apply to you. If you need additional information, you can click on the cells that have the small red triangle in the upper right-hand corner of the cell or hover over those red triangles. An information box will pop up with an explanation of that information.

INSTRUCTIONS: Please review the reference periods below, and if applicable, enter a starting date in the yellow field for the seasonal reference period. If any of the fields below are blank, please go back into the online Forgiveness Application and complete the Covered Period information and download this workbook.

****Please hover over the field labels for additional information.**

	Start Date	End Date
Covered Period or Alternative Payroll Covered Period:	6/15/2020	11/29/2020
Do you intend on submitting this application before the end of your Covered or Alternative Payroll Covered Period?		
Are you a seasonal employer?	No	
For purposes of this calculation, the reference period is, at the Borrower's election, either (i) February 15, 2019 to June 30, 2019; (ii) January 1, 2020 to February 29, 2020; or (iii) in the case of seasonal employers, either of the preceding periods or a consecutive twelve-week period between May 1, 2019 and September 15, 2019.		
If you are a seasonal employer, please select a starting date for a consecutive 12-week period between 5/1/2019 and 9/15/2019 during which you had the fewest number of employees. (Note: Start date must be on or before 6/24/2019)		

The payroll tab labeled Step 2. Input Payroll will require detailed information about your employees. Please be sure to read the instructions at the top of the worksheet about who to exclude from this form. When you complete this Excel file, save it to your computer and then upload it using the Upload Completed Worksheet button.

Once you upload the Completed Excel file, the following fields will auto-populate from the information on the Excel file.

PPP SCHEDULE A WORKSHEET, TABLE 1 TOTALS

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1: ? No documents uploaded

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1: ? No documents uploaded

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1: ? No documents uploaded

PPP SCHEDULE A WORKSHEET, TABLE 2 TOTALS

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2: ? No documents uploaded

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2: ? No documents uploaded

While we encourage you to use the Excel file to have full functionality of the forgiveness portal calculations, if you choose to use another method to calculate these items, you will manually enter your amounts in these boxes. Remember that you must provide documentation to support your Excel worksheet or any numbers you manually enter. If you manually enter the numbers, you must also provide an explanation of your calculations.

You may upload that documentation using the Upload Documents button at the bottom of this section. Please do not upload the documentation in the area with the button labeled Upload Completed Worksheet. That is only for the upload of the Excel file provided by forgiveness portal.

In addition to the cash compensation paid, you will also provide amounts paid for employer contributions for health insurance, employer contributions for retirement, and state unemployment taxes. Enter the total amount for the covered period in the boxes provided for each separate category.

Compensation paid to owners will auto-fill from the information provided in the next section, Owner Compensation. It will be grayed out and you will not be able to manually type information in this field. You can click on the blue "Go to Owner Compensation" link and it will take you to that section.

All of the payroll costs will automatically total, and you can compare it to your records to ensure everything has been entered correctly.

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: ?	<input type="text" value="\$"/>	No documents uploaded
Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans: ?	<input type="text" value="\$"/>	No documents uploaded
Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation: ?	<input type="text" value="\$"/>	No documents uploaded
COMPENSATION TO OWNERS		Go to Owner Compensation
Line 9. Total amount paid to owner-employees/self-employed individual/general partners: ?	<input type="text" value="\$"/>	
TOTAL PAYROLL COSTS		
Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9): ?	<input type="text" value="\$"/>	

The next part of the Schedule A section addresses any safe harbors that might apply for the reduction of full time equivalent (FTE) employees or salary/wages. If any of the three criteria apply, select that box and upload documentation to support that selection.

FULL-TIME EQUIVALENCY (FTE) REDUCTION CALCULATION		
If you satisfy any of the following three criteria, check the appropriate box.		
No reduction in employees or average paid hours: If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here: ?	<input type="checkbox"/>	No documents uploaded
FTE Reduction Safe Harbor 1: If you were 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, check here: ?	<input type="checkbox"/>	No documents uploaded

The remaining part of the Safe Harbor section will automatically auto-populate based on previous information you have provided. This calculation will determine if you have any decreases to your loan forgiveness based on a reduction in your FTE employees.

FTE Reduction Safe Harbor 2: This box will automatically check if you satisfy FTE Reduction Safe Harbor 2 in the FTE Reduction section below: [Go to FTE Reductions](#)

Line 11. Average FTE during the chosen reference period:

Line 12. Total Average FTE (add lines 2 and 5):

Line 13. FTE Reduction Quotient (Line 12 divided by Line 11) or 1.0 if any of the above criteria are met:

Before you leave this section, click on Save and then upload documentation to support each line item. You will do this by clicking on the Upload Documents button. Once you do that, the following pop-up will appear. Click in the box to access your saved files or drag and drop the desired file. You can associate each file to the appropriate line. If it will serve as documentation to more than one line, you may check multiple boxes. Be sure to scroll down to see all of the options.

Drop file here or click to upload.

Maximum File Upload Size: 60 MB

Select Related Fields

- Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1
- Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1
- Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1
- Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2
- Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2
- Line 6. Total amount paid by Borrower for employer contributions for employee health insurance
- Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans
- Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation

Owner Compensation – Form 3508EZ and Form 3508

Owner compensation for ALL types of entities will be entered in the Owner Compensation Section. In this section, you will include the compensation of all owners for 2019 and the amount paid in the covered period. If you enter an amount that is ineligible or over the allowed amount for the covered period, you will get an error message explaining the issue.

OWNER COMPENSATION

Enter any amounts paid to owners (owner-employees, a self-employed individual, or general partners). In order to calculate the maximum amount you can pay to each owner, first enter the amount of compensation they received in 2019.

[Suggested Documents ?](#)

Owner Name ?	2019 Compensation ?	Amount Paid ?	Supporting Documents
+ Add an Owner			

Total Amount Paid: \$

If you did not pay an owner who is listed, you will just enter zeros in the boxes. Please do not delete the owner. If you need to add an owner, click on the blue link to add an owner under the Owner Name column. Please do not add anyone listed under People on this Form, even if the name of the owner is listed. Instead, click on Create a New Person. You will add the First Name and Last Name of the individual and click on Save. That person will be added to your list and you will be able to add the 2019 and the covered period compensation. If you need assistance with adding an owner or have any issues with this section, please email sbaloans@visionbank.bank for assistance.

ADD A PERSON

✕

People on this Form [Create a New Person](#)

Customer Type
Person ▼
.....

First Name *

Last Name *

If you filed a Schedule C, for your owner compensation, enter the amount on line 31 (net income) from your 2019 Schedule C. For partners, the amount that should be entered for 2019 compensation is line 14a of the 2019 K-1 (from Form 1065) multiplied by 0.9235. Be sure to upload the 2019 Schedule C or the 2019 K-1s as documentation. Owners of other types of entities can provide a W-2 and/or payroll journal to document 2019 compensation. Payroll paid to owners during the covered period can be documented with cancelled checks and/or bank statements for Schedule C filers and Partners and payroll journals for the covered period to show gross pay for owners of other entities.

FTE Reductions Section – Form 3508 Only

If you use the Excel worksheet provided by the forgiveness portal, some of this information will auto-populate. In selecting your FTE reference period, you can try the different dates to see which provides you with the LOWEST average FTE to maximize your forgiveness. This will only be included for those who do not elect to use Form 3508EZ.

FTE REDUCTIONS		
<p>Select your reference period and enter the average FTE during that period. To maximize your potential forgivable amount, you should choose the reference period with the lowest average FTE. If you did experience a reduction in FTEs, here you can determine if you have met the Safe Harbor requirement, which would exempt you from a reduction in your loan forgiveness based on that FTE reduction.</p>		
<p>Suggested Documents ?</p>		
<p>FTE REFERENCE PERIOD</p>		
For purposes of calculating line 11 of PPP Schedule A, the reference period is, at the Borrower's election: ?	<input type="text" value=""/>	No documents uploaded
Average FTE During the Chosen Reference Period: ?	<input type="text" value=""/>	No documents uploaded
<p>FTE REDUCTION SAFE HARBOR 2</p>		
Step 1. The borrower's total average FTE between February 15, 2020 and April 26, 2020: ?	<input type="text" value=""/>	No documents uploaded
Step 2. The borrower's total FTE in the borrower's pay period inclusive of February 15, 2020: ?	<input type="text" value=""/>	No documents uploaded
Step 3. If step 2 is greater than step 1, proceed to step 4. Otherwise, FTE Reduction Safe Harbor 2 is not applicable. ?		Safe Harbor 2 Not Satisfied
Step 4. The borrower's total FTE as the earlier of December 31, 2020 and the date this application is submitted: ?	<input type="text" value=""/>	No documents uploaded
Step 5. If the entry for step 4 is greater than or equal to step 2, Line 13 on the Schedule A will equal 1.0 and the FTE Reduction Safe Harbor 2 has been satisfied. ?		Safe Harbor 2 Not Satisfied
<p><input type="button" value="SAVE"/> <input type="button" value="UPLOAD DOCUMENTS"/></p>		

Nonpayroll Costs – Form 3508EZ and Form 3508

Included in the PPP loan legislation is the option to use the funds for additional, specific costs besides payroll costs. The Nonpayroll Cost Section is where you will enter those payments. Please note that you can include costs paid and incurred during your covered period, as long as the incurred costs are paid at the next billing cycle. Eligible costs are listed in the below box.

NONPAYROLL COSTS

An eligible nonpayroll cost must be paid during the Covered Period or incurred during the Covered Period and paid on or before the next regular billing date, even if the billing date is after the Covered Period. Eligible nonpayroll costs cannot exceed 40% of the total forgiveness amount. Count nonpayroll costs that were both paid and incurred only once.

Nonpayroll costs eligible for forgiveness consist of:

- (a) covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 ("business mortgage interest payments");
- (b) 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"); and
- (c) 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").

[Suggested Documents ?](#)

Date ?	Category ?	Amount ?	Description ?	Supporting Documents
<input type="text" value="X"/> <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="\$"/>	<input type="text" value=""/>	No Document Uploaded
+ Add another expense				

To enter a cost, you will add a date that the expense was paid or incurred. The category has a drop down that will allow you to specify which of the three eligible cost categories the cost falls under. Then enter the amount along with a description. For each line item you add, you must provide documentation to support the cost. Click on the blue "Suggested Documents" link for guidelines from the SBA on what will be accepted as documentation.

Calculate Forgiveness

In this final section, you will not have to enter any information. The program will automatically use the information you provided to calculate your forgiveness amount. Line 11 will show the total amount of your loan that will be forgiven based on what you have entered in each section.

CALCULATE FORGIVENESS	
This calculator provides you an estimate of the forgiveness amount you may be eligible for, based on the data you have provided above.	
PAYROLL AND NONPAYROLL COSTS	
Line 1. Payroll Costs (Schedule A, Line 10): ⓘ	\$ <input type="text"/>
Line 2. Business Mortgage Interest Payments: ⓘ	\$ <input type="text" value="0.00"/>
Line 3. Business Rent or Lease Payments: ⓘ	\$ <input type="text" value="0.00"/>
Line 4. Business Utility Payments: ⓘ	\$ <input type="text" value="0.00"/>
ADJUSTMENTS FOR FULL-TIME EQUIVALENCY (FTE) AND SALARY/HOURLY WAGE REDUCTIONS	
Line 5. Total Salary/Hourly Wage Reduction (Schedule A, line 3): ⓘ	\$ <input type="text"/>
Line 6. Sum of lines 1, 2, 3, and 4, minus line 5: ⓘ	\$ <input type="text"/>
Line 7. FTE Reduction Quotient (Schedule A, line 13): ⓘ	<input type="text" value="1.0000"/>
POTENTIAL FORGIVENESS AMOUNTS	
Line 8. Modified Total (Line 6 multiplied by Line 7): ⓘ	\$ <input type="text"/>
Line 9. PPP Loan Amount:	\$ <input type="text"/>
Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): ⓘ	\$ <input type="text"/>
FORGIVENESS AMOUNT	
Line 11. Forgiveness Amount (smallest of lines 8,9,10): ⓘ	\$ <input type="text"/>

Submit

Once your information is complete, you will finish your application for forgiveness by selecting an authorized representative and then submitting your application. When you click on Select a Person, you may select one of the people designated as an owner from the "People on this Form" tab, or you may create a new person and add another individual. You do this in the same way you would add an owner in the Owner Compensation Section. Once that step is complete, click submit. That will send a notification to the bank that you are ready for your forgiveness application to be evaluated for approval by Vision Bank before it is sent on to the SBA for final approval. The bank will have 60 days to make its determination, and once that is complete, a link will be sent to you so that you can sign your Loan Forgiveness Application. The bank will then submit your application to the SBA, and the SBA will have 90 days to make their determination. Your payments will remain deferred until a final determination is made by the SBA.

SUBMIT	
Before selecting an authorized representative and submitting your request, confirm you have completed all required fields and have uploaded documents to support the data provided.	
Authorized Representative of Borrower: ⓘ	<input type="button" value="SELECT A PERSON"/>
<input type="button" value="SUBMIT"/>	

If you have questions while filling out your forgiveness application or using the portal, you may reach out to your loan officer, or you may email sbaloans@visionbank.bank for assistance.