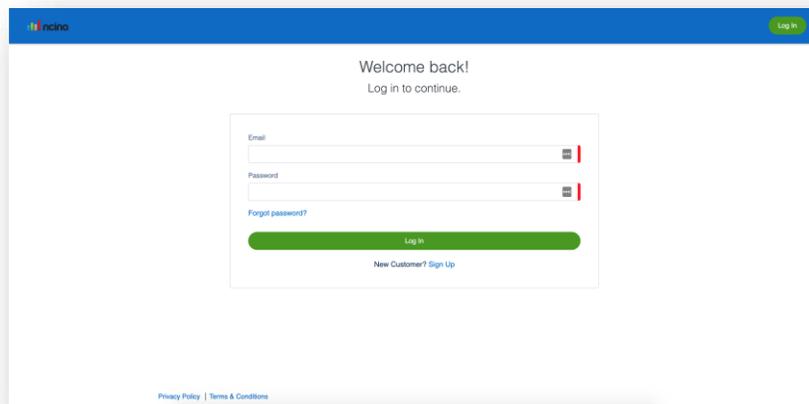
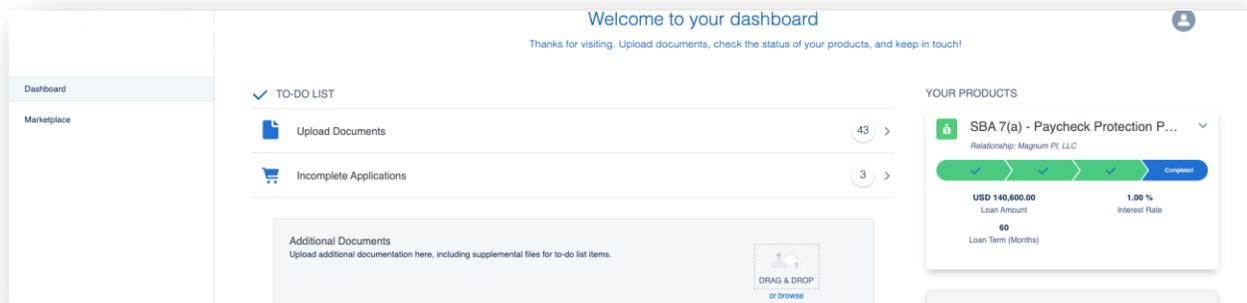


Online Application – Applying for Forgiveness

1. User logs into the online application.

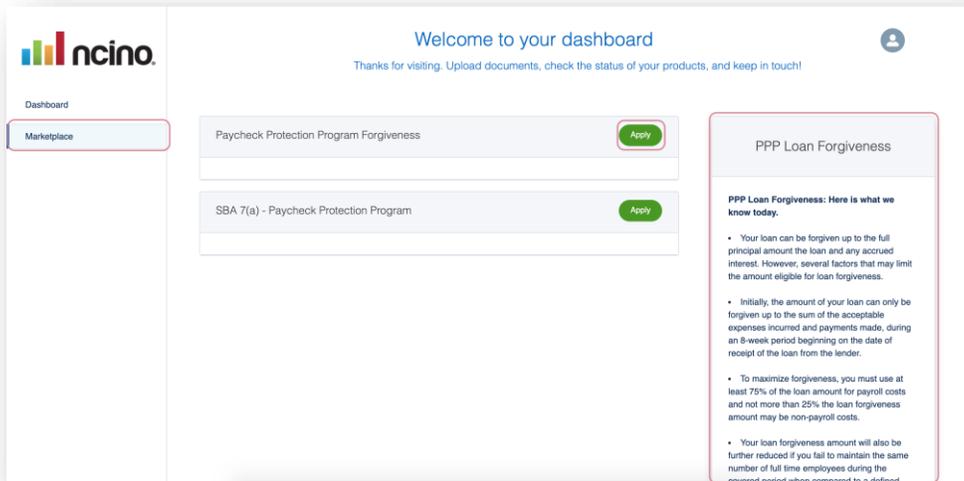


2. Upon **Log In**, the user lands on the dashboard where the original PPP loan is viewable in the Your Products component.

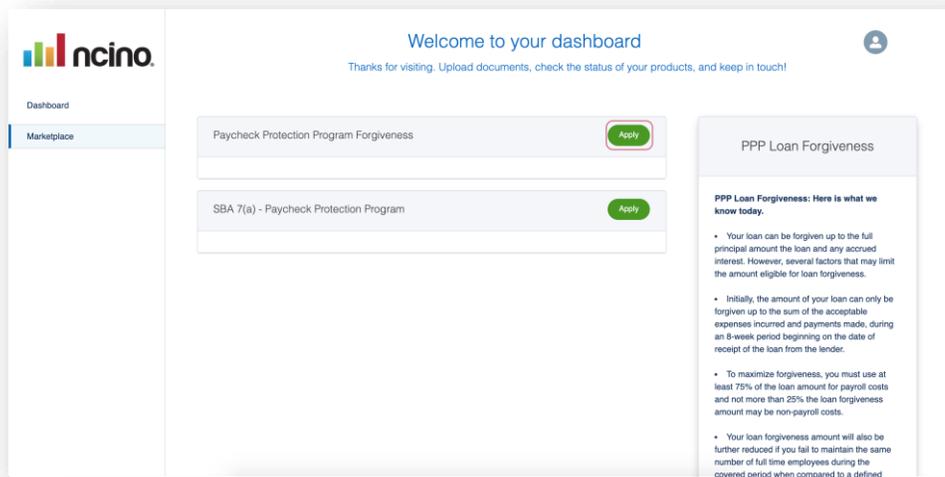


3. To apply for forgiveness, the user clicks **Marketplace**.

Note: Informational tiles (on the right in this layout) can help drive the user experience by providing guidance to the user.



4. The user clicks **Apply** to apply for Paycheck Protection Program Forgiveness.



5. The first thing the user must do is confirm the business for which they are applying for forgiveness. They click **Apply With This Business**.

THE PROCESS

- APPLICATION
- YOUR BUSINESS
- NEXT STEPS

Your Loan Forgiveness Application

Your Business

Which business is this forgiveness application related to?

Magnum PI, LLC
Limited Liability Company
Consulting
1220 Elm St
Dallas, TX 75201

[Edit](#)

Apply With This Business

[Add New](#)

[Save and come back later](#)

What is forgivable?

The CARES Act lists two categories of expenses that are forgivable. These include "Eligible payroll costs" and "Eligible nonpayroll costs". This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level, the loan will be forgiven. Another important requirement is that you actually pay for these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020 signed into law on 6/5/20, at least 40% of the PPP Loan must be spent on "Eligible payroll costs" and up to 40% can be spent on "Eligible nonpayroll costs".

Eligible Payroll Costs

- Compensation to employees
- Employer contributions for employee health insurance
- Employer contributions to employee retirement plans
- Employer state and local taxes assessed on employee compensation

Eligible nonpayroll Costs

- Interest on Covered Mortgages
- Expenses for Rent or Lease Payments
- Utility Expenses

6. Next, is a quick confirmation of personal details. If any information has been updated from the time the original PPP loan was created, the end user has the ability to update that information here. Then, they click **Next**.

THE PROCESS

- APPLICATION
- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS
- HEADCOUNT & SALARY
- NONPAYROLL COSTS
- LOAN DETAILS
- ESTIMATED FORGIVENESS CALCULATION
- PPP SCHEDULE A
- CERTIFICATIONS
- E-CONSENT
- OPTIONAL DEMOGRAPHIC INFORMATION

Your Loan Forgiveness Application

Tell us about yourself

We need to know a bit about the person representing the business.

Role:

Ownership Percent:

Official Title:

SSN:

Mobile Phone:

Home Street:

Home City:

Home State:

Home ZIP Code:

Mailing Address Same As Home Address?

Next

[Save and come back later](#)

What is forgivable?

The CARES Act lists two categories of expenses that are forgivable. These include "Eligible payroll costs" and "Eligible nonpayroll costs". This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level, the loan will be forgiven. Another important requirement is that you actually pay for these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020 signed into law on 6/5/20, at least 40% of the PPP Loan must be spent on "Eligible payroll costs" and up to 40% can be spent on "Eligible nonpayroll costs".

Eligible Payroll Costs

- Compensation to employees
- Employer contributions for employee health insurance
- Employer contributions to employee retirement plans
- Employer state and local taxes assessed on employee compensation

Eligible nonpayroll Costs

- Interest on Covered Mortgages
- Expenses for Rent or Lease Payments
- Utility Expenses

7. Next, the user is directed to enter their Covered Period and Payroll Frequency. The tiles on the right will provide guidance on how to complete the required information. The user will choose 8 or 24 weeks and then their payroll schedule. Then the user clicks **Next**.

THE PROCESS

- APPLICATION
- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS
- HEADCOUNT & SALARY
- NONPAYROLL COSTS
- LOAN DETAILS
- ESTIMATED FORGIVENESS CALCULATION
- PPP SCHEDULE A
- CERTIFICATIONS

Your Loan Forgiveness Application

Let's look at your Covered Period and Payroll Frequency

The Payroll & Benefit Costs are based on the covered period (or Alternative Payroll Covered Period). Depending on when you received your SBA loan number, you may have the option to decide between an 8 week or 24 week period. For loans that received an SBA loan number on or after the "Paycheck Protection Program Flexibility Act of 2020" was signed into law on 6/5/20, you will be using the earlier of a 24 week period or 12/31/2020.

Covered Period Begin Date

Covered Period Begin Date based on the PPP loan disbursement date
5/6/2020

Are you eligible to elect a covered period?
Yes. Based on when you received your SBA loan number you are eligible to elect an 8 or 24 week covered period.

Would you like to use an 8 week or 24 week covered period?

8 Week 24 Week

Payroll Schedule

Select your Payroll Schedule (the frequency with which payroll is paid to employees)

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

Covered Period

Covered Period: 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.

Alternative Payroll Covered Period

Alternative Payroll Covered Period: 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.

8. The user will determine if they are eligible to complete the 3508EZ by answering the questions below. If they answer Yes one of the questions, the user can select to continue with EZ application. If they answer No, they will be directed to the 3508 application. Then the user clicks **Next**.

YOUR BUSINESS

- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS
- HEADCOUNT & SALARY
- NONPAYROLL COSTS
- LOAN DETAILS
- ESTIMATED FORGIVENESS CALCULATION
- PPP SCHEDULE A
- CERTIFICATIONS
- E-CONSENT
- OPTIONAL DEMOGRAPHIC INFORMATION

Determining Your Eligibility to use the 3508EZ Form

The SBA is offering the 3508EZ form if you meet specific criteria. Please review the guidance provided on this page and answer each question to determine if you are eligible to use the 3508EZ Form. Based on the latest guidance from the SBA, you only need to answer "Yes" to one on the qualification options.

Qualification Option 1

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).

Do you meet the criteria for Qualification Option 1 above?

Yes No

Qualification Option 2

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 arise 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.

Do you meet the criteria for Qualification Option 2 above?

Yes No

Qualification Option 3

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.

Do you meet the criteria for Qualification Option 3 above?

Yes No

Based on your response above, you are eligible to use the 3508EZ form.

Would you like to use the 3508EZ form to submit your PPP Forgiveness Application?

Yes No

Eligible for the 3508 EZ Form?

You (the Borrower) can apply for forgiveness of your Paycheck Protection Program (PPP) loan using the SBA Form 3508EZ if you meet at least one of the three following conditions. The complete instructions can be found here.

- 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 (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 arise 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.

9. Next, the user enters their business's payroll costs. As always, the tile on the right provides guidance on how to answer the payroll questions. Then the user clicks **Next**.

10. The user enters their business's headcount. As always, the tile on the right provides guidance on how to answer the headcount questions. Then the user clicks **Next**.

11. (A) If the amount of the payroll costs DO NOT EQUAL the PPP loan, the nonpayroll costs route will automatically render. The user will enter their nonpayroll costs and click **Next**.

Your Loan Forgiveness Application

- APPLICATION
- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS**
- HEADACCOUNT DETAILS
- NONPAYROLL COSTS
- LOAN DETAILS

Let's gather information about your non-payroll costs

Eligible nonpayroll costs

Business mortgage interest payment
USD 0.00

Expense for Rent or lease payments
USD 2,300.00

Business utility payments
USD 700.00

Next

Save and come back later

Eligible nonpayroll costs

Eligible nonpayroll costs. 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").

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.

B) If the amount of the payroll costs EXCEEDS the PPP loan, the Forgiveness Check route will automatically render. The user can enter their nonpayroll costs. The user then clicks **Next**.

- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS
- HEADACCOUNT DETAILS
- FORGIVENESS CHECK**
- NONPAYROLL COSTS
- LOAN DETAILS
- ESTIMATED FORGIVENESS CALCULATION
- CERTIFICATIONS
- 3509EZ CERTIFICATIONS

Forgiveness Check

Here is a quick check of where you stand with your estimated forgiveness amount after entering your payroll cost information. Please note that this is subject to review by your financial institution.

Payroll Costs

Payroll Costs from PPP Schedule A, line 10.
USD 177,000.00

Potential Forgiveness Amounts

Modified Total
USD 180,000.00

PPP Loan Amount
USD 140,600.00

Payroll Cost 60% Requirement
USD 295,000.00

Forgiveness Amount

Forgiveness Amount (the smallest of the modified total, the PPP loan amount, or Payroll Cost 60% Requirement)
USD 140,600.00

Is the estimated forgiveness amount greater than or equal to your PPP loan amount?
Yes

Nonpayroll Costs

Based on your payroll information, you are eligible for 100% forgiveness (subject to review by your financial institution). Would you like to proceed to input additional non-payroll information?

Would you like to enter your nonpayroll related costs?
Yes

Next

Save and come back later

Forgiveness Check

Based on the latest guidance from the Treasury and SBA, both form 3508 and 3509EZ specifically note that the applicant is not required to report payments they do not want to include in the forgiveness amount. These include the following nonpayroll costs:

- 1 - Business mortgage interest payments paid or incurred during the Covered Period for any business mortgage obligation on real or personal property incurred before February 15, 2020 (not including prepayments).
- 2 - Business rent or lease payments paid or incurred for real or personal property during the Covered Period, pursuant to lease agreements in force before February 15, 2020.
- 3 - Business utility payments paid or incurred during the Covered Period, for business utilities for which service began before February 15, 2020.

This Forgiveness Check allows you to see your estimated forgiveness amount prior to entering you nonpayroll costs. This may reduce the amount of supporting documentation required. You still have the option to submit you nonpayroll costs if you'd like.

Note: This represents an estimated forgiveness amount. Your financial institution will use the information that you are providing on your application along with supporting documentation to determine the final forgiveness amount

12. The user will provide the answer to the two questions on the Additional Forgiveness Route – PPP loan over \$2 million and if they have an EIDL. Then the user clicks **Next**.

Additional Forgiveness Detail
Let's review some details about your original Paycheck Protection Loan

Paycheck Protection Loan Amount
USD 140,600.00
Date that the funds of your PPP loan were disbursed
5/6/2020

The PPP Loan Forgiveness application form requires that you, the borrower together with affiliates, confirm if you received PPP loans in excess of \$2 million.

Did you the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million?

Yes No

If you did not receive an Economic Injury Disaster Loan (EIDL) loan you may leave these fields blank.

EIDL Application Number

Enter the amount of any advance on your COVID-19 Economic Injury Disaster Loan (EIDL) you received.

USD

Next

Save and come back later

13. The Estimated Forgiveness Calculation is an estimate of the amount to be forgiven. The user will click **Next**.

Estimated Forgiveness Calculation
Let's review the data that will be used to create the SBA's PPA Forgiveness Application

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:
USD 114,000.00

Line 2. Business Mortgage Interest Payments:
USD 2,000.00

Line 3. Business Rent or Lease Payments:
USD 0.00

Line 4. Business Utility Payments:
USD 97.00

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4:
USD 116,097.00

Line 6. PPP Loan Amount:
USD 140,600.00

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60):
USD 190,000.00

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7):
USD 116,097.00

Next

Save and come back later

Estimated Forgiveness Calculation

Based on the information that you provided as part of the Paycheck Protection Loan Forgiveness Application, we have calculated an Estimated Forgiveness Amount. This summary data aligns with the Forgiveness Amount Calculation on page 1 of the Paycheck Protection Program / Form 3508EZ (Loan Forgiveness Application PPP Loan Forgiveness Application Form 3508EZ)

This information along with the applicable loan, payroll and nonpayroll information will be used to create the final Paycheck Protection Program Loan Forgiveness Application.

The 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.

14. The Certifications route ensures the user is supplying true and accurate information. User certifies by clicking the appropriate check boxes and then clicks **Next**.

Certifications

1 - The dollar amount for which forgiveness is requested: 1 - 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); 2 - includes payroll costs equal to at least 60% of the forgiveness amount; 3 - 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 \$20,835 per individual; and 4 - 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.

2 - 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.

3 - The Borrower did not reduce salaries or hourly wages by more than 25 percent for any employee during the Covered Period or Alternative Payroll Covered Period compared to the period between January 1, 2020 and March 31, 2020. For purposes of this certification, the term "employee" includes 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.

4 - The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.

5 - 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.

6 - 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.

7 - 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.

8 - 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.

Next

Save and come back later

15. Additional certifications for 3508EZ ensure that the user is still able to use the EZ form. By answering the questions below, the user will be notified of their continued eligibility then clicks **Next**.

Additional Form 3508EZ Certifications

In addition, the Authorized Representative of the Borrower must certify by selecting "Yes" to at least ONE of the following two items:

Item 1
The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period (other than any 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, and reductions in an employee's hours that a borrower offered to restore and were refused).

Do you certify that you meet the criteria for Option 1 above?

Yes No

Item 2
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.

Do you certify that you meet the criteria for Option 2 above?

Yes No

Next

Save and come back later

16. The E-Consent route is optional but will allow the user to apply electronically. The user will complete or leave blank and **Next**.

THE PROCESS

- APPLICATION
- YOUR BUSINESS
- PERSONAL INFO
- COVERED PERIOD & PAYROLL
- APPLICATION TYPE
- PAYROLL COSTS
- HEADCOUNT DETAILS

Your Loan Forgiveness Application

Electronic Signature

The SBA does allow all PPP lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, lenders may also accept any form of E-consent or E-signature that complies with the requirements of the Electronic Signatures in Global and National Commerce Act (P.L. 106-229).

E-Consent is optional

By typing my name below, I recognized that this may be treated as an electronic signature and certify to submitting accurate information.

By typing my initials below, I recognized that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan Forgiveness Application.

Next

Save and come back later

17. The Demographic Information route is optional. The user will complete or leave blank and **Next**.

PPP Borrower Demographic Information Form (Optional)

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

Principal Name
Tom Selleck

Position
Owner

Veteran
2-Veteran

Gender

Race (more than 1 may be selected)
0 options selected

Ethnicity

Next

Save and come back later

Optional Demographic Information

Instructions

- Purpose:** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
- Description:** This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.
- 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.
- Principal Name:** Insert the full name of the Principal.
- Position:** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

18. Finally, the system navigates the user to the Review and Submit page to ensure there are no issues with the data that has been added to the application for PPP Forgiveness. User clicks **Submit Application**.

Note: your Review & Submit route may look different from the one below.



Your Loan Forgiveness Application

Does everything look right?

Let's double check what you've entered. Once you submit this, we'll process your application and get back to you in 2-3 business days with the details on your forgiveness amount.

Business Info		Edit
Relationship Name Jacobs Industries	Annual Revenue USD 2,400,000.00	
Billing Address 33 Market St Wilmington, NC 28411	Shipping Address 33 Market St Wilmington, NC 28411	
Personal Info		Edit
Role Owner	Ownership Percent 100.00 %	
Official Title CEO	SSN ****-8276	
Mobile Phone 9106542727	Mailing Address Same As Home Address? <input type="checkbox"/>	
Residential Address 555 Market St Wilmington, NC 28411		
Capturing Costs		Edit
Payroll Costs USD 100,000.00	State & Local Taxes on Compensation USD 30,000.00	
Health Benefit Costs USD 5,000.00	Sick Leave Costs USD 3,000.00	
Interest on Covered Mortgages USD 4,000.00	Expenses for Rent USD 3,000.00	
Utility Expenses USD 5,000.00	Transportation Related Costs USD 8,000.00	
Headcount & Salary		Edit
Headcount Reduction? Yes	Seasonal Business? Yes	
Fully Restore Headcount? Yes	Employees Prior to Covid-19 100	
Employees After Covid 19 89	Any Salary Reductions? Yes	
Full Restoration of Salary? Yes	Any Salary Reductions over 25%? Yes	
Total Amt. of salary reductions over 25% USD 3,000.00	Leverage a 3rd Party Payroll Provider Yes	
3rd Party Payroll		Edit
3rd Party Payroll Provider sandbox	3rd Party Annual Average Monthly Payroll USD 26,047.02	
3rd Party Seasonal Avg. Monthly Payroll USD 41,005.50	3rd Party 2020 Average Monthly Payroll USD 26,047.02	
3rd Party Average monthly payroll cost USD 41,005.50	3rd Party Employee Count 3	
Payroll Provider Last Reported Date 4/4/2020		
Loan Details		Edit
Paycheck Protection Loan Amount USD 208,300.00	Paycheck Protection Loan Funding Date 4/10/2020	
EIDL Advance Amount USD 0.00		
Certifications		Edit

[Submit Application](#)

[Save and come back later](#)

[Privacy Policy](#) | [Terms & Conditions](#)

19. Once application is submitted, the user can click the **Go to Dashboard** button to return to the dashboard where they can view the progress of their submitted application.



Your Loan Forgiveness Application

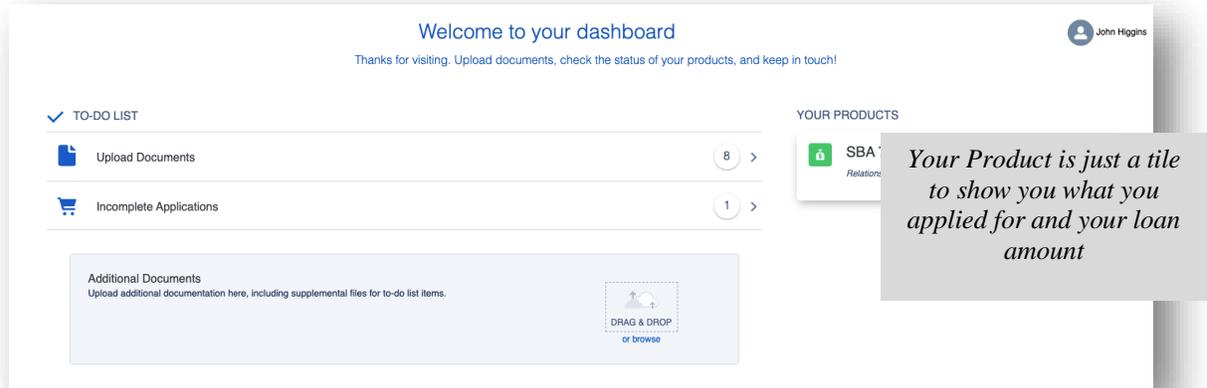
The first step of your application is complete. We now need to move on to uploading supporting documents.

- Please click the **Go to Dashboard** button to upload the your supporting documentation in the **Upload Documents** section of the "TO-DO-LIST".
- Once you've uploaded all required documentation, we will begin processing your Forgiveness Application. Failure to upload required documentation may delay the processing of your Forgiveness Application.
- It may take several weeks to process your Forgiveness Applications. We will contact you if we need additional information or documentation.

[Go to Dashboard](#)

Dashboard – Documents

1. Once submitting the application, the user will see **To Do List** as well as **Incomplete Applications**, if any.



The screenshot shows a dashboard titled "Welcome to your dashboard" with a user profile for John Higgins. Below the header, there are two main sections: "TO-DO LIST" and "YOUR PRODUCTS".

The "TO-DO LIST" section includes:

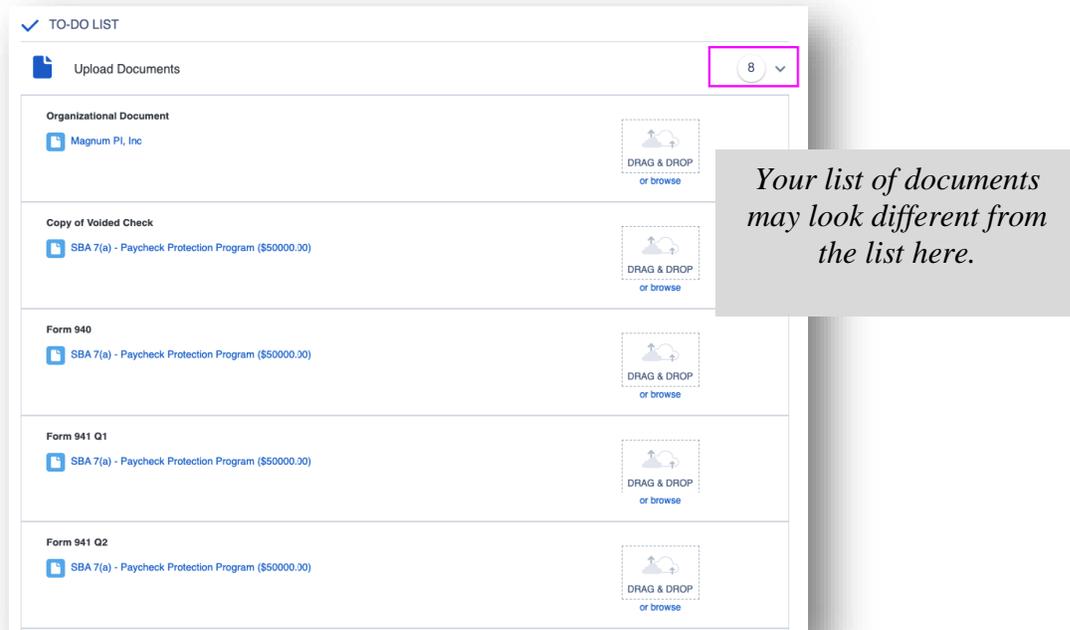
- Upload Documents**: A button with a document icon and a circle containing the number 8.
- Incomplete Applications**: A button with a shopping cart icon and a circle containing the number 1.

Below these buttons is a "Additional Documents" section with a "DRAG & DROP or browse" placeholder.

The "YOUR PRODUCTS" section shows a product tile for "SBA Relations" with a lock icon.

Your Product is just a tile to show you what you applied for and your loan amount

2. The **number in the circle** indicates how many documents the user may need to upload.

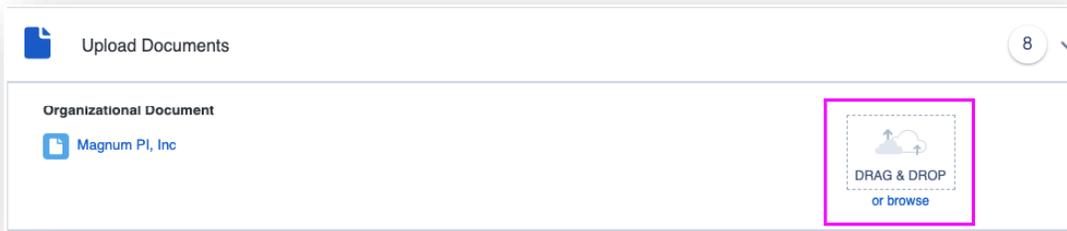


The screenshot shows a detailed view of the "TO-DO LIST" section. The "Upload Documents" button is highlighted with a pink box, showing the number 8 and a dropdown arrow. Below it is a list of documents to be uploaded:

- Organizational Document**: Magnum PI, Inc. (with a "DRAG & DROP or browse" placeholder)
- Copy of Voided Check**: SBA 7(a) - Paycheck Protection Program (\$50000.00) (with a "DRAG & DROP or browse" placeholder)
- Form 940**: SBA 7(a) - Paycheck Protection Program (\$50000.00) (with a "DRAG & DROP or browse" placeholder)
- Form 941 Q1**: SBA 7(a) - Paycheck Protection Program (\$50000.00) (with a "DRAG & DROP or browse" placeholder)
- Form 941 Q2**: SBA 7(a) - Paycheck Protection Program (\$50000.00) (with a "DRAG & DROP or browse" placeholder)

Your list of documents may look different from the list here.

3. The user can either **browse** or **Drag & Drop** into the placeholder.



4. As the user uploads documents the number will decrease and the placeholder will change. The user will see a checkmark and that the document is uploaded. *There is no need to Save.*



5. The user can also verify if the document is uploaded, toggle the **Show Previously Completed** button. This will list the documents already uploaded.



6. Once all of the documents are uploaded, the user will be **All Caught Up!**

✓ TO-DO LIST

 **All Caught Up!**
You don't have any tasks to complete at the moment, though you can upload supplementary documents anytime. You'll get a notification if you have any additional To-Do List items.

 Upload Documents ✓

Drivers License	
✓  Uploaded: DL_BP.jpeg	 Replace
Organizational Document	
✓  Uploaded: articles-of-incorporation-47-templates-for-any-state-tem-plate-tab-for-articles-of-incorporation-template.jpg.pdf	 Replace

collapse ↑

◆◆◆ END OF ONLINE USER EXPERIENCE ◆◆◆