

# Steps to Submit Your SBA PPP Forgiveness Application Online

## Forgiveness Application Process

September 13, 2021

First Citizens Bank (FCB) has provided a customer portal for SBA-PPP borrowers to access through First Citizens Digital Banking. The portal allows borrowers enrolled on this platform to complete, submit, and attest to the information on the [PPP Loan Forgiveness Application Form 3508 Revised July 30, 2021](#) or the [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#), as well as upload required documentation. We encourage you to use this online platform to make the forgiveness application submission easier for you, secure and ensure a more timely processing experience. **You must use a separate loan forgiveness application form to apply for forgiveness of both a First and Second Draw PPP loan. The First Draw PPP loan forgiveness must be submitted before or simultaneously with the forgiveness application of the Second Draw PPP loan.** If you experience any challenges submitting your information through the First Citizens Digital Banking portal or aren't currently enrolled in Digital Banking, please reach out to your local First Citizens Bank associate directly for further assistance.

The Bank's role is to complete a good faith review and certify the required documentation has been submitted with the application. It is the borrower's responsibility to provide accurate information and verify the accuracy of the calculation of the loan forgiveness amount and all other calculations on the forgiveness application form.

### Disclaimer

*First Citizens Bank cannot guarantee forgiveness of your PPP loan, and loan forgiveness is subject in all respects to the PPP regulations implemented from time to time. Forgiveness of the PPP loan is only available for amounts that are used for the limited purposes that qualify for forgiveness under the PPP regulations. Forgiveness of the PPP loan is not automatic, and you must request it. To obtain loan forgiveness, you will be required to provide documentation in accordance with the PPP regulations and attest that the amounts that you are requesting to be forgiven qualify under the PPP regulations. You will remain responsible under the PPP loan for any amounts of principal and interest that are not forgiven. First Citizens Bank will not apply for loan forgiveness for you, and you are responsible for understanding the PPP regulations applicable to loan forgiveness. You should consult with your own legal, accounting, and financial advisors when calculating your loan forgiveness amount and when applying for loan forgiveness.*

## Summary of Eligible Costs for Forgiveness

For a complete summary of eligible costs that can be submitted for forgiveness, please refer to the [PPP Loan Forgiveness Application Form 3508 Revised July 30, 2021](#) or [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#).

## Using the EZ Forgiveness Application

Refer to the [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#) for specific details on your eligibility to use the EZ Application. If you can check at least one of the 2 listed criteria below you may be able to complete the EZ Forgiveness application. Otherwise you must complete the standard forgiveness application, Form 3508.

- Did not reduce the annual salary or hourly wages of any employee by more than 25% during the Covered Period, **and** did not reduce the number of employees or average paid hours of employees between January 1, 2020 and the end of the Covered Period.
- Did not reduce the annual salary or hourly wages of any employee by more than 25% during the Covered Period **and** was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020 due to compliance requirements established or guidance issued between March 1, 2020 and December 31, 2020 by certain federal agencies.

## Required Documentation for the EZ Application

Submission of the following documentation will be required for the EZ Forgiveness application, regardless of the delivery method used:

1. Completed SBA Paycheck Protection Program Loan EZ Forgiveness Application to include:

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- a. The PPP Loan Forgiveness Calculation Form 3508 EZ
  - b. Certification with signature
2. **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period beginning with your disbursement date consisting of **each** of the following:
- a. If using third-party payroll service provider reports documenting the amount of cash compensation paid to employees, no other payroll documentation needed.
  - b. If using an internal payroll report, then Bank account statements documenting the amount of cash compensation paid to employees; **and**
  - c. Tax forms for the periods that overlap with the 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.
  - d. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount.
  - e. If you checked only the second box on the checklist on page 1 of these instructions, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.
3. **Non payroll:** For categories a-c, documentation verifying existence of the obligations/services prior to February 15, 2020 and, for all categories, eligible payments from the Covered Period.
- a. 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.
  - b. 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.
  - c. 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. May include transportation utility fees assessed by state and local governments. Payments of these fees by the borrower is eligible for loan forgiveness.
  - d. Covered operations expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
  - e. Covered property damage costs: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.
  - f. Covered supplier costs: Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods), copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
  - g. Covered worker protection expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.

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## Required Documentation for the Standard Application

Submission of the following documentation will be required for the standard forgiveness application, regardless of the delivery method used:

1. Completed SBA Paycheck Protection Program Loan Forgiveness Application to include:
  - a. The PPP Loan Forgiveness Calculation Form 3508
  - b. Schedule A
  - c. Certification with signature
  - d. Schedule A worksheet is not required but should be provided if your local First Citizens Bank Associate is to enter the application for you.
2. **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period beginning with your disbursement date consisting of **each** of the following:
  - a. If using third-party payroll service provider reports documenting the amount of cash compensation paid to employees, no other payroll documentation needed.
  - b. If using an internal payroll report, then Bank account statements documenting the amount of cash compensation paid to employees; **and**
  - c. Tax forms for the periods that overlap with the 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.
  - d. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
3. **FTE:** Documentation showing (at the election of the Borrower):
  - a. the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019;
  - b. the average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or
  - c. in the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive twelve-week period between February 15, 2019 and February 15, 2020.

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.

4. **Non payroll:** For categories a-c, documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.
  - a. 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.
  - b. 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.

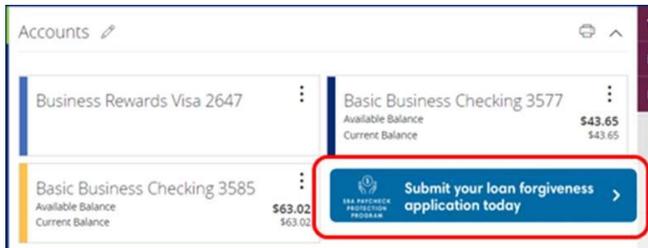
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- c. Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments. May include transportation utility fees assessed by state and local governments. Payments of these fees by the borrower is eligible for loan forgiveness.
- d. Covered operations expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
- e. Covered property damage costs: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.
- f. Covered supplier costs: Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods), copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
- g. Covered worker protection expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.

## First Citizens Digital Banking

*If you have questions while submitting your forgiveness application, please contact your local First Citizens Bank Associate for assistance.*

On the landing page of your digital account, there will be a separate tile with your account selections for you to submit your SBA loan forgiveness application. If you have an SBA-PPP loan in the name under this account, you will see this selection.



The digital banking platform times out after 60 minutes of inactivity.

**Important Note:** You will not see the SBA PPP selection if:

- Your Digital account is in your individual name, but your SBA PPP loan was submitted in the name of your business.
- Your Digital account is in the name of one business, but you use it for multiple business entities, and you submitted other SBA PPP loan applications under your related entity names.

In either instance, you will need to submit your application through your local First Citizens Bank Associate. Please follow those instructions.

### Step 1

- Read the SBA PPP Forgiveness Disclaimer and click the **Acknowledge** button to confirm agreement.

# Steps to Submit Your SBA PPP Forgiveness Application Online

## DISCLAIMERS AND ACKNOWLEDGMENTS

First-Citizens Bank & Trust Company ("First Citizens") cannot guarantee forgiveness of all or any amount of your Paycheck Protection Program ("PPP") loan. PPP loan forgiveness is subject in all respects to the U.S. Small Business Administration ("SBA") Loan Forgiveness Application including either SBA Form 3508EZ (6/20) or SBA Form 3508 (6/20) (the form applicable to you, the "LFA"), the CARES Act, the Paycheck Protection Program Flexibility Act and the PPP regulations, rules and guidance implemented from time to time, including without limitation any applicable Interim Final Rules, by the SBA or the Department of the Treasury (collectively, the "PPP Regulations"). The LFA and PPP Regulations are subject to change and uncertainty as to application.

First Citizens is providing access to its LFA processing portal (the "Portal") and any other information and support for convenience purposes only. The Portal and any information provided by First Citizens reflects its understanding of the LFA and PPP Regulations as of the date hereof. First Citizens has no obligation to update the Portal or to provide you any supplemental information for any changes made to or further guidance provided with respect to the LFA or PPP Regulations. Forgiveness of your PPP loan is not automatic, and you must request it by following the procedures established by First Citizens and the SBA. First Citizens will not process or decision any part of your LFA unless and until you have provided First Citizens all information and documentation required by the LFA and PPP Regulations or otherwise requested by First Citizens.

### Step 2

- Review your supporting documentation and worksheet calculations to ensure they are complete and accurate before entering the data here. The fields and flow will mirror the application format.

### Step 3

- Review the **Business Legal Name, Address, Tax ID** and loan information section to ensure it is correct and matches the information on the SBA PPP Loan requesting forgiveness.

### Step 4

- PPP 3508EZ Determination
  - Review the 2 requirements displayed on the screen.
  - If one of the requirements applies to you, place a check in the preceding box
  - If you can select at least one of the requirements, you will be presented with the EZ application to complete.
  - If you cannot select one of the 2 requirements, you will be required to complete the standard application. [Click this link to skip to page 9 to find the standard form instructions.](#)
  - Click **Next** to proceed to the appropriate application.

PPP 3508EZ DETERMINATION

The Borrower can apply for forgiveness of your Paycheck Protection Program (PPP) loan using SBA 3508EZ if at least one of the two boxes can be checked below.

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (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 (or, for a PPP loan made after December 27, 2020, the last day of the Covered Period).
- 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 compared to the most recent full quarter before the Covered Period. (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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period) 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.

If you have checked at least one of the check boxes above, SBA Form 3508EZ will be used to apply for forgiveness of your PPP loan. If you have not checked any of the boxes above, you cannot use SBA Form 3508EZ and will apply for forgiveness of your PPP loan using SBA Form 3508.

[Next](#)

# Steps to Submit Your SBA PPP Forgiveness Application Online

## SBA Form 3508EZ

### Step 1

- Review the **Business Legal Name, Address, Tax ID** and loan information fields under the **Loan Information** section to ensure it is correct and matches the information on the SBA PPP Loan requesting forgiveness.

Complete any required blank fields.

DBA or Tradename:
<input type="text"/>
Primary Contact Name: *
<input type="text" value="John Test"/>
Email Address: *
<input type="text" value="John.Test@gmail.com"/>

Required fields are noted with a red asterisk

### Step 2

- Under the **Forgiveness Questions**:
  - Defaults to **First Draw PP Loan**, if the loan was a first draw. Defaults to Second Draw PPP Loan, if this is for a second draw request.
  - Complete the number of **Employees at Time of Application** and the number of **Employees at Time of Forgiveness Application** fields.
  - **Covered Period From Date**: This date defaults to the date your funds were originally disbursed. Do Not Change this date.
  - **Covered Period To Date**: Enter the end date (between the 8 to 24 weeks) that the Forgivable Expenses were paid or incurred.

### Step 3

- If your loan or the total of your loan combined with affiliated entities was in excess of \$2 million, check the corresponding box.

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here

### Step 4

- Complete the **Forgiveness Calculation** section for the following fields:
  - **Total payroll costs** paid or incurred during the covered period.
  - **Nonpayroll Costs**, if applicable (Business Mortgage Interest Payments, Business Rent or Lease Payments, Business Utility Payments, Covered Operating Expenses, Covered Property Damage Costs, Covered Supplier Costs and Covered Worker Protection Expenses).
  - **Potential Forgiveness Amounts**. These fields auto populate based on the data entered previously.
  - **Final Forgiveness Amount**. This field auto populates based on the data entered previously.

### Step 5

- Upload all required documents as outlined on the SBA PPP Forgiveness Application to support the applicable data entered in the previous fields. Only one document per document type can be uploaded. If you have multiple documents supporting the selected category, scan them into one document to upload. If no documents are uploaded at all, Digital Banking will not submit your application. If any required documentation is not uploaded or calculations are incorrect your forgiveness application will not be processed until the documentation is received or calculation errors corrected.

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**Upload Documents:**

Review the [application checklist](#) to ensure the required documents are uploaded.

\* At least one document type is required. If you have multiple documents for a specific type, please combine them into one file prior to uploading.

Document Type	Upload
Payroll Costs:	<input type="button" value="Choose File"/> No file chosen
<p><i>If you do your own payroll, all three documents are required:</i></p> <ul style="list-style-type: none"> <li>Bank Statements -AND-</li> <li>Federal Payroll Tax Form (941) for each quarter in Covered Period -AND-</li> <li>State Employment Tax Forms for each quarter in Covered Period</li> </ul>	
<p><i>If you utilize a third party payroll provider:</i></p> <ul style="list-style-type: none"> <li>Third party payroll provider report - Provider's logo/company name <b>must</b> show on report</li> </ul>	

**Important:** The Digital Platform allows for a 10 MB file size. If your document is larger than 10 MB, split it into several files to accommodate the size capacity.

**Non-Payroll Costs:**

- Refer to the [application checklist](#) for the non-payroll eligible expenses and supporting documentation to submit.

Mortgage Interest:	<input type="button" value="Choose File"/> No file chosen
Rent:	<input type="button" value="Choose File"/> No file chosen
Utilities:	<input type="button" value="Choose File"/> No file chosen
FTE Documentation:	<input type="button" value="Choose File"/> No file chosen
Other:	<input type="button" value="Choose File"/> No file chosen

## Step 6

- Optional-Complete the **SBA PPP Borrower Demographic Information** section for each of the Borrower's Principals. Click **Add Principal** to enter up to 5 Principals, if applicable.
- If you enter any data here and make a mistake you can click the **Remove Principle 1** button to clear your entry and start again.

**PPP BORROWER DEMOGRAPHIC INFORMATION FORM (OPTIONAL)**

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

[Add Principal 1](#)

Principal Name  Position

## Step 7

- Complete the **Certification** section by entering your initials in the preceding boxes of first 9 statements.
- Then certify by entering your initials in **one** of the boxes preceding the bottom two statements.
- Sign, enter your title and date at the bottom to complete the certification.

**By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:**

The authorized representative of the Borrower certifies to all of the below by initialing next to each one.

\*The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan):

- was used to pay business costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; business utility payments; covered operations expenditures; covered property damage costs; covered supplier costs; or covered worker protection expenditures);
- includes payroll costs equal to at least 60% of the forgiveness amount; and
- for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, does not exceed 2.5 months' worth of compensation received during the year used to calculate the PPP loan amount, capped at \$20,833 per individual in total across all businesses.

\*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 did not reduce salaries or hourly wages of any employee by more than 25 percent for any employee during the Covered Period compared to the most recent quarter before the Covered Period. 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.

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\*The Borrower has accurately verified the payments for the eligible payroll and nonpayroll 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, business utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures.

\*If this application is being submitted for a Second Draw PPP Loan, the Borrower used all First Draw PPP Loan amounts on eligible expenses prior to disbursement of the Second Draw PPP Loan.

\*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 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 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 U.S.C. 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 (if applicable) are consistent with those the Borrower has submitted or 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.

In addition, the Authorized Representative of the Borrower must certify by **initialing at least ONE** of the following two items:

\*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 (or, for a PPP loan made after December 27, 2020, before the last day of the Covered Period), and reductions in an employee's hours that a borrower offered to restore and were refused).

\*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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued before the last day of the Covered Period), 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.

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.

Signature of Authorized Representative of Borrower. Please Type Full Name\* Date\*

Title\*

By clicking "Submit" you certify that the information provided herein is true and accurate and acknowledge and agree that such information will be used to generate your loan forgiveness application. You further acknowledge that by typing your name in the signature block above you are electronically signing the document as of the date provided next to such signature block.

## Step 8

- Click the **Submit** button when you have completed all the required fields, uploaded all required documentation, reviewed for accuracy and are ready to submit the application.

**Important Note:** You will not be able to make any corrections once the **Submit** button is clicked.

**Warning:** Once you click the **Submit** button and the application routes successfully you will not be able to access the application again to make any edits. Contact your local First Citizens Bank Associate if you need to make corrections.

You will receive the following message if your application submitted successfully.



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If you missed any required fields, you will receive an error message with instructions on the field(s) that were missed, and the application will allow you to go back to review and complete the missing fields. An example of an error message is below:



## Step 9

- Click **OK** to receive a PDF copy of your completed application to print or download and keep for your records.

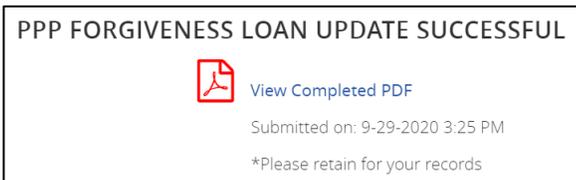
Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
John Test OFFICE LLC			
Business Address		Business TIN (EIN, SSN)	Business Phone
919 517 N ST		36824	81622
MO 64 1225		Primary Contact	E-mail Address
		John Test	John.Test@gmail.com

SBA PPP Loan Number: 91107 Lender PPP Loan Number: 91107

PPP Loan Amount: 15700.0 PPP Loan Disbursement Date: 2020-05-05

Employees at Time of Loan Application: 5 Employees at Time of Forgiveness Application: 5

EIDL Advance Amount: 0.0 EIDL Application Number:



## Timeline

- Upon receipt of a completed application, FCB has 60 days to submit your application to SBA.
- SBA has 90 days from the date of receipt of the application from FCB to render a decision and remit the appropriate forgiveness amount, plus any accrued interest.
- You will receive notice via email from us regarding the final disposition of your forgiveness application and, if applicable, related next steps once we receive the final decision from the SBA.

## SBA Standard Form 3508 Application

### Step 1

- Review the **Business Legal Name, Address, Tax ID** and loan information fields under the **Loan Information** section to ensure it is correct and matches the information on the SBA PPP Loan requesting forgiveness. Complete any required blank fields.

DBA or Tradename:

Primary Contact Name: \*

Email Address: \*

Required fields are noted with a red asterisk

# Steps to Submit Your SBA PPP Forgiveness Application Online

## Step 2

- Using the data you completed on the PPP Schedule A Worksheet:
  - Complete Table 1 & 2 Totals.
  - Complete the Non-Cash Compensation Payroll Costs during the Covered Period.
  - Complete the Compensation to Owners field.
  - Complete the Total Payroll Costs field.
  - Review to see if you can satisfy one of the 3 criteria listed to skip the FTE Reduction Calculation fields first. If you cannot satisfy one of the criteria, complete the Full-Time Equivalency (FTE) Reduction Calculation fields.

**Full-Time Equivalency (FTE) Reduction Calculation**

If you satisfy any of the following three criteria, check the appropriate box, skip lines 11 and 12, and enter 1.0 on line 13; otherwise, complete lines 11, 12, and 13:

**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

**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 (or, with respect to a PPP loan made on or after December 27, 2020, between March 1, 2020 and the last day of the Covered Period with respect to such loan), 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

**FTE Reduction Safe Harbor 2:** If you satisfy FTE Reduction Safe Harbor 2 (see PPP Schedule A Worksheet), check here

## Step 3

- Under the **Forgiveness Questions:**
  - Defaults to **First Draw PP Loan**, if the loan was a first draw. Defaults to **Second Draw PPP Loan**, if this is for a second draw request.
  - Complete the number of **Employees at Time of Application** and the number of **Employees at Time of Forgiveness Application** fields.
  - **Covered Period From Date:** This date defaults to the date your funds were originally disbursed. Do Not Change this date.
  - **Covered Period To Date:** Enter the end date (between the 8 to 24 weeks) that the Forgivable Expenses were paid or incurred.

## Step 4

- If your loan or the total of your loan combined with affiliated entities was in excess of \$2 million, check the corresponding box.

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here

## Step 5

- Complete the **Forgiveness Calculation** section for the following fields:
  - **Total payroll costs** paid or incurred during the covered period.
  - **Nonpayroll Costs**, if applicable (Business Mortgage Interest Payments, Business Rent or Lease Payments, Business Utility Payments, Covered Operating Expenses, Covered Property Damage Costs, Covered Supplier Costs and Covered Worker Protection Expenses).
  - **Potential Forgiveness Amounts.** These fields auto populate based on the data entered previously.
  - **Final Forgiveness Amount.** This field auto populates based on the data entered previously.

# Steps to Submit Your SBA PPP Forgiveness Application Online

## Step 6

- Upload all required documents as outlined on the SBA PPP Forgiveness Application to support the applicable data entered in the previous fields. Only one document per document type can be uploaded. If you have multiple documents supporting the selected category, scan them into one document to upload. If no documents are uploaded at all, Digital Banking will not submit your application. If any required documentation is not uploaded or calculations are incorrect your forgiveness application will not be processed until the documentation is received or calculation errors corrected.

**Upload Documents:**  
 Review the [application checklist](#) to ensure the required documents are uploaded.  
 \* At least one document type is required. If you have multiple documents for a specific type, please combine them into one file prior to uploading.

Document Type	Upload
<b>Payroll Costs:</b>  <i>If you do your own payroll, all three documents are required:</i> <ul style="list-style-type: none"> <li>• Bank Statements -AND-</li> <li>• Federal Payroll Tax Form (941) for each quarter in Covered Period -AND-</li> <li>• State Employment Tax Forms for each quarter in Covered Period</li> </ul> <i>If you utilize a third party payroll provider:</i> <ul style="list-style-type: none"> <li>• Third party payroll provider report - Provider's logo/company name <b>must</b> show on report</li> </ul>	<input type="button" value="Choose File"/> No file chosen

**Important:** The Digital Platform allows for a 10 MB file size. If your document is larger than 10 MB, split it into several files to accommodate the size capacity.

**Non-Payroll Costs:**

- Refer to the [application checklist](#) for the non-payroll eligible expenses and supporting documentation to submit.

<b>Mortgage Interest:</b>	<input type="button" value="Choose File"/> No file chosen
<b>Rent:</b>	<input type="button" value="Choose File"/> No file chosen
<b>Utilities:</b>	<input type="button" value="Choose File"/> No file chosen
<b>FTE Documentation:</b>	<input type="button" value="Choose File"/> No file chosen
<b>Other:</b>	<input type="button" value="Choose File"/> No file chosen

## Step 7

- Optional-Complete the **SBA PPP Borrower Demographic Information** section for each of the Borrower's Principals. Click **Add Principal** to enter up to 5 Principals, if applicable.
- If you enter any data here and make a mistake you can click the **Remove Principle 1** button to clear your entry and start again.

**PPP BORROWER DEMOGRAPHIC INFORMATION FORM (OPTIONAL)**

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

[Add Principal 1](#)

Principal Name  Position

## Step 8

- Complete the **Certification** section by entering your initials in the preceding boxes of each statement.
- Sign, enter, your title, and date at the bottom to complete the certification.

# Steps to Submit Your SBA PPP Forgiveness Application Online

**By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:**

The authorized representative of the Borrower certifies to all of the below by initialing next to each one.

\*The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan):

- was used to pay business costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; business utility payments; covered operations expenditures; covered property damage costs; covered supplier costs; or covered worker protection expenditures);
- 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;
- for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, does not exceed 2.5 months' worth of compensation received during the year used to calculate the PPP loan amount, capped at \$20,833 per individual in total across all businesses.

\*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 nonpayroll 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, business utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures.

\*If this application is being submitted for a Second Draw PPP Loan, the Borrower used all First Draw PPP Loan amounts on eligible expenses prior to disbursement of the Second Draw PPP Loan.

\*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 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 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 U.S.C. 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 (if applicable) 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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period), 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.

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.

Signature of Authorized Representative of Borrower.  
Please Type Full Name\*

Date\*

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.

Signature of Authorized Representative of Borrower.  
Please Type Full Name\*

Date\*

Title\*

By clicking "Submit" you certify that the information provided herein is true and accurate and acknowledge and agree that such information will be used to generate your loan forgiveness application. You further acknowledge that by typing your name in the signature block above you are electronically signing the document as of the date provided next to such signature block.



# Steps to Submit Your SBA PPP Forgiveness Application Online

## Step 9

- Click the **Submit** button when you have completed all the required fields, uploaded all required documentation, reviewed for accuracy and are ready to submit the application.

**Important Note:** You will not be able to make any corrections once the **Submit** button is clicked.

**Warning:** Once you click the **Submit** button and the application routes successfully you will not be able to access the application again to make any edits. Contact your local First Citizens Bank Associate if you need to make corrections.

You would receive the following message if your application submitted successfully.



If you missed any required fields, you would receive an error message with instructions on the field(s) that were missed, and the application will allow you to go back to review and complete the missing fields. An example of an error message is below:



## Step 10

- Click **OK** to receive a PDF copy of your completed application to print or download and keep for your records.

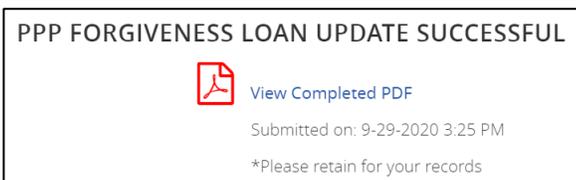
Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
John Test	OFFICE LLC		
Business Address		Business TIN (EIN, SSN)	Business Phone
919	517 N ST	36824	81622
	MO 64 1225	Primary Contact	E-mail Address
		John Test	John.Test@gmail.com

SBA PPP Loan Number: 91107      Lender PPP Loan Number: 91107

PPP Loan Amount: 15700.0      PPP Loan Disbursement Date: 2020-05-05

Employees at Time of Loan Application: 5      Employees at Time of Forgiveness Application: 5

EIDL Advance Amount: 0.0      EIDL Application Number: \_\_\_\_\_



## Timeline

- Upon receipt of a completed application, FCB has 60 days to review your application and issue a decision to the SBA.
- The SBA then has 90 days to render a final decision and remit the appropriate forgiveness amount, plus any accrued interest.
- You will receive notice via email from us regarding the final disposition of your forgiveness application and, if applicable, related next steps once we receive the final decision from the SBA.