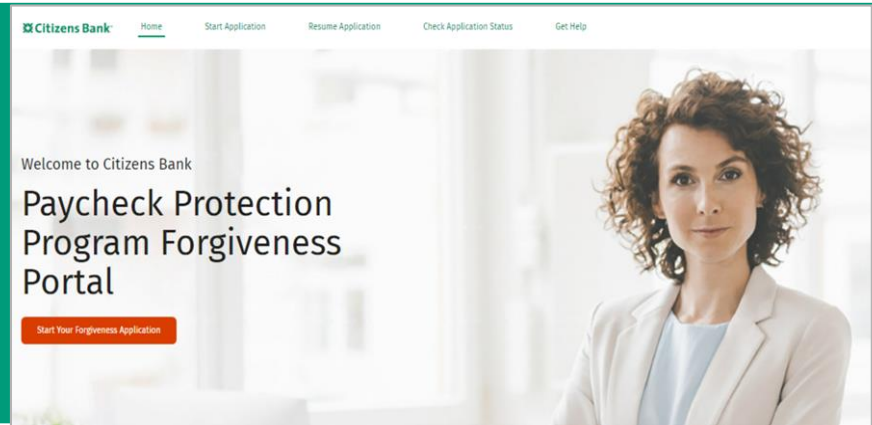


Paycheck Protection Program Portal Reference Guide

Completing your Forgiveness Application



This Reference Guide provides key facts and reminders for completing your PPP Forgiveness Application in the Citizens portal.

Please note: Information in this presentation is based on the current legal framework under the CARES Act and SBA guidance. This information is subject to change.

#	Description	What you need to know
1	Reviewing your loan information	<p>Is the pre-populated information about your PPP loan accurate?</p> <p>If not, go to the get help tab at the top of the page to access the Client Services email address.</p>
2	EZ Application Qualification: Getting your application on the right path	<p>Your application will take one of two paths - the “EZ” application form or the long application form. The EZ application form is a shorter version of the Long Form.</p> <p>By answering a few qualifying questions at the beginning of the application, you will be directed to the correct form for your business.</p> <p>First, you will be asked about your business type. If, from January 1, 2020 to the present, you have operated as an <u>independent contractor</u>, a <u>self-employed individual</u> or a <u>sole proprietor without employees</u>, you will be immediately directed to the EZ form.</p> <p>Even if your business has employees, you may still be eligible for the EZ form. In this case, you will be presented with the following questions:</p> <ul style="list-style-type: none"> • Question 1: Can you certify that <u>you did not reduce salaries or hourly wages by more than 25% for any employee</u> 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 question, 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.) <ul style="list-style-type: none"> • If the answer to Question 1 is No - i.e., if you reduced salaries or wages by more than 25% - then you are not eligible for the EZ form. • If the answer to Question 1 is Yes, then your answers to Questions 2A and 2B below will determine whether you are eligible for the EZ form.

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#	Description	What you need to know
		<ul style="list-style-type: none"> • Question 2A: Can you certify that <u>you did not reduce the number of employees or the average paid hours of employees</u> 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)? • Question 2B: Can you certify that, between February 15, 2020 and the end of the Covered Period, <u>you were unable to operate at the same level of business activity as before February 15, 2020</u> 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? <ul style="list-style-type: none"> • If the answer to <u>either</u> Question 2A or 2B is yes - i.e., if you did not reduce the number of employees or the average paid hours of employees, OR if you were unable to operate at your pre-Covid level of activity - then you will be directed to the EZ form. • If the answers to <u>both</u> Question 2A and 2B are no, you will be directed to the long form.
3	Forgiveness Details: Covered Period and Payroll Schedule	<p>The Covered Period is the time frame to use your PPP funds in a way that is forgivable. It begins on the date your PPP loan was funded and can run for up to 24 weeks, but it may not extend beyond December 31, 2020. If you received your PPP loan prior to June 5, you have the option to determine the covered period length that you will submit for forgiveness (8 or 24 weeks).</p> <p>You can choose a 24-week covered period, but apply for forgiveness before it expires. This may make sense for you if you've already spent at least 60% of your loan proceeds from payroll costs, and you have spent the remaining amount of your loan proceeds on other forgivable expenses.</p> <p>If your payroll schedule is twice a month or more frequent, you can choose an alternative payroll covered period. This allows you to calculate eligible payroll costs using the 8- or 24-week period that begins on the first day of your first pay period following your loan disbursement date.</p> <p>Make sure all of your documentation reflects expenses or payments from your covered period (or, for payroll documentation, your alternative payroll covered period) and supports the numbers that you put in your application.</p>



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4	Forgiveness Details: Eligible payroll costs	<p>Remember that there are caps for employees and owners as follows:</p> <ul style="list-style-type: none"> For employees, the cash compensation cap is \$100,000 annually. This works out to \$15,385 for an 8-week covered period, or \$46,154 for a 24-week covered period. Other payroll costs, such as employer-paid healthcare and retirement costs, can be added on top of these compensation caps. For owners, however, there are payroll cost caps of \$15,385 for an 8-week covered period, or \$20,833 for a 24-week covered period, and you cannot add healthcare or retirement costs on top of these amounts. For more information, see the instructions to the EZ application form.
5	Forgiveness Details: Nonpayroll costs	<p>You only need to provide this information and documentation for costs for which you are seeking forgiveness. So, if your forgivable payroll costs are equal to or exceed 100% of your loan amount, you do not need to provide us with any information about your non-payroll costs.</p> <p>Remember, for all of your non-payroll costs, your documentation needs to include (1) proof that the obligation existed as a February 15th, 2020, as well as (2) proof of all payments for which you are requesting forgiveness.</p>
6	Forgiveness Details: Economic Injury Disaster Loans	If you have taken out an economic injury disaster loan (EIDL), enter your EIDL Advance Amount and application number.
7	Forgiveness Summary	The forgiveness amount and percentage calculation provided here is an estimate only, subject to change pending the review of the documentation you submit to support your application.

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8	Document Upload	<p>Circle or otherwise highlight pertinent numbers on the documents you upload.</p> <p>For any nonpayroll costs, be sure to include documents showing proof of the obligation as of February 15, 2020, in addition to documents showing payments made or incurred during the Covered Period.</p> <p>Label each document clearly as a payroll document, a nonpayroll document, or a Full Time Equivalent (FTE) document. You should provide FTE documents <i>ONLY</i> if you are using the long form, or if the basis for your use of the EZ form is Question 2A at Item #2 above. Otherwise, please do not provide FTE documents.</p>
9	Submitting your application	<p>You will be asked several questions to attest that the information you are providing in this application is true and correct.</p> <p>Before you submit your application, make sure everything is accurate and complete. If you need to make updates, contact Client Services from the Get Help tab.</p> <p>Once all the information is correct, click submit and your application will go directly to the bank.</p>
10	What's next after submitting your application?	<p>After you submit your application, you can come back at any time, by clicking the check application status tab at the top of the page.</p> <p>Remember to periodically check the comments box to see if there are any additional actions you may need to take during the review process.</p> <p>If your application is incomplete, we will work with you to remediate issues. Once we receive all required information from you, we can complete our review. Please note that SBA guidance states that lenders have 60 days after receiving a complete forgiveness application, which may not be the same as your initial submission date, to review and submit it to the SBA.</p>
11	Long Form: Additional questions	<p>If you are completing the Long Form, in the Forgiveness Details section you will be asked additional cash compensation and FTE questions for various employee segments.</p> <p>To assist you with calculating the FTE questions, please use the PPP Schedule A Worksheet included in the SBA's PPP Loan Forgiveness Calculation Form.</p>