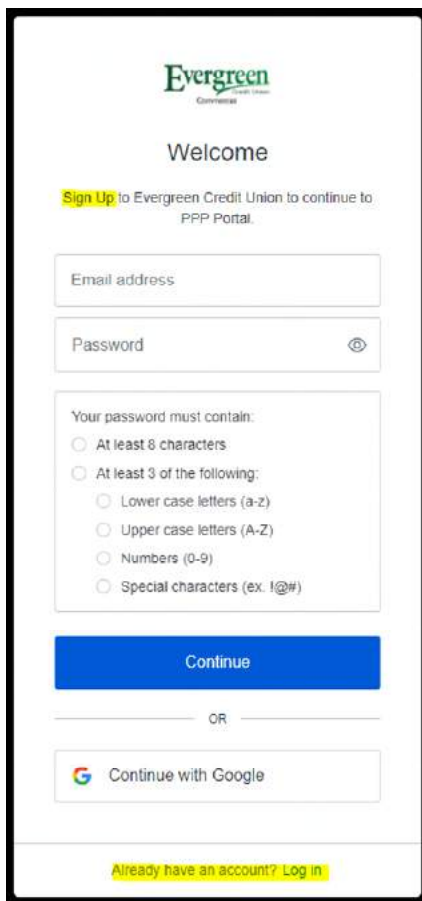


### Sign Up for the PPP Loan Portal

1. Visit ECU's [PPP Loan Portal](#)
2. Enter your email address. You **MUST** use the same email address listed on your original PPP Loan Application. (Hint: This would be the same email address that prompted you to visit this page)
3. Create a password
4. You will receive an email asking you to verify your email address. Once verified, you can log in and start working in the Loan Portal

NOTE: You must be on the "Sign Up" screen to create an account

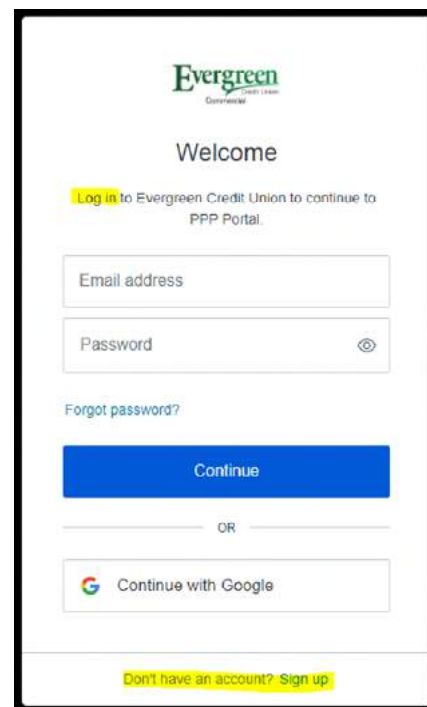


The screenshot shows the 'Sign Up' page for the Evergreen Credit Union PPP Loan Portal. At the top is the Evergreen Commercial logo. Below it is a 'Welcome' heading and a yellow-highlighted instruction: 'Sign Up to Evergreen Credit Union to continue to PPP Portal.' There are two input fields: 'Email address' and 'Password'. The password field has a strength indicator icon. Below the password field, a section titled 'Your password must contain:' lists requirements with radio buttons: 'At least 8 characters', 'At least 3 of the following:' (which includes 'Lower case letters (a-z)', 'Upper case letters (A-Z)', 'Numbers (0-9)', and 'Special characters (ex. !@#)'). A blue 'Continue' button is below this section. An 'OR' separator is followed by a 'Continue with Google' button. At the bottom, a yellow-highlighted link says 'Already have an account? Log in'.

### Log In to the PPP Loan Portal

1. Visit ECU's [PPP Loan Portal](#)
2. Enter your email address and password that you created when you applied for your PPP Loan


NOTE: You must be on the "Log In" screen to sign in



The screenshot shows the 'Log In' page for the Evergreen Credit Union PPP Loan Portal. At the top is the Evergreen Commercial logo. Below it is a 'Welcome' heading and a yellow-highlighted instruction: 'Log in to Evergreen Credit Union to continue to PPP Portal.' There are two input fields: 'Email address' and 'Password'. The password field has a strength indicator icon. Below the password field is a 'Forgot password?' link. A blue 'Continue' button is below this. An 'OR' separator is followed by a 'Continue with Google' button. At the bottom, a yellow-highlighted link says 'Don't have an account? Sign up'.

**NOTE: Your Status will show as “Forgiveness Application In Progress”. You MUST upload your supporting documents and complete the Forgiveness application.**

From the Loan Portal Click on your business name.



Loan Portal

Loan Portal

Loan Entity	Amount	Status ▲
Living for Vacation	\$3,085.00	Forgiveness Application In Progress

Select “Required Items”



Loan Portal


Back

Loan Application / Living for Vacation

Summary

Required Items

Select Loan Forgiveness: Document Uploads {Do NOT Upload files under Loan Forgiveness: Application}



Loan Portal

Back

Loan Application / Living for Vacation

Summary

Required Items

Title	Status
PPP Application Form	Completed
Proof of payroll for the last 12 months	Completed
Certificate of Registration	Not Required
Proof of Owners Social Security Number	Not Required
Proof of Physical Address	Not Required
Picture ID for the Owner	Completed
Generate Documents (Internal)	Completed
Loan Forgiveness: Document Uploads	Waiting For Customer
Loan Forgiveness: Application	Waiting For Customer
Loan Forgiveness: Lender Submission	Waiting For Customer

Select Upload File -- .pdf files are preferred but we can also accept Microsoft Office file formats (i.e. .doc or .xls) and picture (i.e. .jpg) formats

- Payroll and other expenses must be within the Covered Period

Loan Forgiveness: Document Uploads

Please upload supporting documents showing the date and amount of each expense during the 8 to 24 weeks following loan disbursement. Acceptable documents include bank statements, cancelled checks, health care insurance statements for the following:

- Payroll Expenses: Form 941, employer's quarterly federal tax return and payroll reports for the covered period
- Rent expenses
- Utility Expense: receipts for payment of eligible utility expenses
- Mortgage interest payments
- Non-mortgage interest payments on debt obligations
- Group health care benefits
- SBA EIDL refinancing

customer visibility: ☒

Change status: 

Waiting For Customer

Upload File

Loan Amount:

\$3,085.00

Disbursement Date:

4/16/2020

Summary of Forgivable Expenses (Verified)

Week Ending In	Payroll	Rent
04/22/2020	\$0.00	\$0.00
04/29/2020	\$0.00	\$0.00
05/06/2020	\$0.00	\$0.00

The Disbursement Date is the start date for the Covered Period. The last date in the table below is your Covered Period End Date.

Upload File

Loan Amount:	\$3,085.00
Disbursement Date:	4/16/2020

Summary of Forgivable Expenses (Verified)

Week Ending In	Payroll	Rent	Utility	Interest Expense
04/22/2020	\$0.00	\$0.00	\$0.00	\$0.00
04/29/2020	\$0.00	\$0.00	\$0.00	\$0.00
05/06/2020	\$0.00	\$0.00	\$0.00	\$0.00
05/13/2020	\$0.00	\$0.00	\$0.00	\$0.00
05/20/2020	\$0.00	\$0.00	\$0.00	\$0.00
05/27/2020	\$0.00	\$0.00	\$0.00	\$0.00
06/03/2020	\$0.00	\$0.00	\$0.00	\$0.00
06/10/2020	\$0.00	\$0.00	\$0.00	\$0.00
06/17/2020	\$0.00	\$0.00	\$0.00	\$0.00
06/24/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/01/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/08/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/15/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/22/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/29/2020	\$0.00	\$0.00	\$0.00	\$0.00
08/05/2020	\$0.00	\$0.00	\$0.00	\$0.00
08/12/2020	\$0.00	\$0.00	\$0.00	\$0.00
08/19/2020	\$0.00	\$0.00	\$0.00	\$0.00
08/26/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/02/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/09/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/16/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/23/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/30/2020	\$0.00	\$0.00	\$0.00	\$0.00
Total Verified	\$0.00	\$0.00	\$0.00	\$0.00

After selecting Upload File, you will be prompted for additional information. Complete the form then click on Select File. Locate the file on your computer that you wish to upload then Click Upload. The file you selected will then appear (as shown below.) Repeat this step for each file you wish to upload.

Example:

File upload

Document Type

Payment Date

Expense Dollar Amount

Status

Select File

Close

Upload

File upload

Document Type

Payment Date

Expense Dollar Amount

Status

Select File

Close

Upload

09/23/2020	\$0.00	\$0.00	\$0.00	\$0.00
09/30/2020	\$0.00	\$0.00	\$0.00	\$0.00
Total Verified	\$0.00	\$0.00	\$0.00	\$0.00

Files	Person	Timestamp	Document Type	Payment Date	Expense Dollar Amount	Status	Download	
Sample Payroll Report - Living For Vacation.pdf	jilltell@egcu.org	11/5/20, 8:18 AM	Payroll Report	09/30/2020	5432.10	Pending Verification		<div>Edit</div> <div></div>

Upload File

Add Note

Loan Forgiveness: Application

Waiting For Customer

**Note:** Total verified will show as \$0.00.

This concludes Step 1 of the Forgiveness application process. At this point, our Commercial Lending team will receive an email that documents have been uploaded to the portal. Our team must go in and verify the documents before you can properly complete the Forgiveness application, else your Forgiveness Amount will show as \$0.

Step 2 - Forgiveness Application – Complete this Step AFTER eligible Payroll and Expenses have been verified by Evergreen Credit Union. We will contact you via email.

The application will prefill most of the required information. Please verify for accuracy. Payroll Schedule, Employees at Time of Loan Application and Employees at time of Forgiveness Application will need to be completed. If you received and EIDL Advance you may enter the information, if known. The SBA will confirm all EIDL Advances whether entered on the application or not.

Loan Forgiveness: Application

Waiting For Customer

customer visibility:  Change status: 

Waiting For Customer

Please begin the application by working top to bottom of the sections below. This process is designed to easily guide you through the application while meeting the SBA PPP guidelines. The Schedule A Worksheet is used ONLY with the 3508 form and not the 3508S or 3508EZ.

Business Legal Name ("Borrower") \*

Living For Vacation

DBA or Tradename, if applicable

Business Address: Street \*

1 Westbrook Common

Business Address: City, State, Zip \*

Westbrook, ME 04092

Business TIN (EIN, SSN) \*

12-3456789

Business Phone \*

2078085672

Business Primary Contact \*

JBt

Email Address \*

jlttett@egcu.org

SBA PPP Loan Number \*

Lender PPP Loan Number \*

12345-99

PPP Loan Amount \*

PPP Loan Disbursement Date \*

4/16/2020

EIDL Advance Amount

0

EIDL Advance Amount can not be greater than \$10,000. Please ensure this value is not the EIDL loan amount. The EIDL advance entered here will automatically reduce your final forgiveness payment amount.

EIDL Application Number

Determine the number of weeks in the 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.

8 Weeks

24 Weeks

Cover Period Start Date \*

4/18/2020

Cover Period End Date \*

09/30/2020

Alternative Payroll Cover Period Start Date

Alternative Payroll Cover Period End Date

Payroll Schedule \*

If payroll schedule is 'Other', please describe.

Employees at Time of Loan Application \*

1

Employees at Time of Forgiveness Application \*

1

☐ Check this box if Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million.

▶ Form 3508S

▶ Form 3508EZ

If you do not qualify for filing Form 3508S and Form 3508EZ, leave those sections blank and proceed to Form 3508 sections below

▶ Form 3508 Schedule A Worksheet Table 1

▶ Form 3508 Schedule A Worksheet Table 2

▶ Form 3508 Schedule A Worksheet - Owners, Partners, Self-Employed Individuals

▶ Form 3508 PPP Schedule A

▶ Forgiveness Amount Calculation

▶ Form 3508 Borrower Certifications

▼ Signature

You must complete the declaration page before signing your application!

▶ PPP Borrower Demographic Information Form (Optional)

\* = required fields

{ "": [ "should have required property 'signature'", "should have required property 'forgiveness\_amt'", "should have required property 'ppp\_loan\_amount'", "should have required property 'payroll\_schedule'", "should have required property 'sba\_ppp\_loan\_number'" ] }

Submit

Upload File

Add More

## **Which PPP Loan Forgiveness Application do I use?**

### **Form 3508S (For Loans \$50,000 or less)**

If your PPP loan amount was less than \$50,000, you can use the simplified forgiveness Form 3508S.

### **Form 3508EZ (For Loans over \$50,000)**

A borrower is eligible to use Form 3508EZ if the borrower can satisfy at least one of the following:

- 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.
- Did not reduce the salaries or wages of their employees by more than 25 percent and did not reduce the number or hours of their employees.
- Was unable to operate at the same level of business activity as before February 15, 2020 due to compliance with requirements or guidance related to COVID-19 and did not reduce the salaries or wages of their employees by more than 25 percent.

Form 3508EZ eliminates the need to complete Schedule A as well as Schedule A Worksheet.

### **Form 3508 (For Loans over \$50,000 that don't qualify for Form 3508EZ)**

If you are unable to meet the requirements for Form 3508S or 3508EZ, you must complete the longer application, Form 3508 together with Schedule A.



# Form 3508S

1. Form 3508S - Initial each Certification Statement
2. Forgiveness Amount Calculation – Verify amounts are correct {Contact [PPPLoans@egcu.org](mailto:PPPLoans@egcu.org) if Forgiveness Amount is \$0 or Payroll Costs are \$0}
3. Signature – Complete all information
4. Demographic Information is optional but encouraged
5. Submit - Click to submit. If you are unable to click this button, go back and make sure all required information is complete.

## ▼ Form 3508S

You (the Borrower) can apply for forgiveness of your Paycheck Protection Program (PPP) loan using this SBA Form 3508S only if the total PPP loan amount you received from your Lender was \$50,000 or less. However, a borrower that, together with its affiliates (see [85 FR 20817](#) (April 15, 2020) regarding application of SBA's affiliation rules and the exemption of otherwise qualified faith-based organizations from SBA's affiliation rules), received PPP loans totaling \$2 million or more cannot use this form. If you are not eligible to use this form, you must apply for forgiveness of your PPP loan using SBA Form 3508 or 3508EZ (or lender's equivalent form).

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 does not exceed the principal amount of the PPP loan and

- 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)
- includes payroll costs equal to at least 60% of the forgiveness amount;
- 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 \$20,833 per individual; and
- 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.

Initial here

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.

Initial here

The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness, and has accurately calculated the forgiveness amount requested.

Initial here

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.

Initial here

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.

Initial here

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.

Initial here

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.

Initial here

The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness, and has accurately calculated the forgiveness amount requested.

LFV

Initial here

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.

LFV

Initial here

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.

LFV

Initial here

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.

LFV

Initial here

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.

LFV

Initial here

▼ Form 3508EZ

No action is needed for this section, because you have elected to use form 3508S

▼ Forgiveness Amount Calculation

Numbers in this section are calculated based on expense documents you have provided in the Documents Upload (and Schedule A if you are filing Form 3508)

Payroll Costs From Uploaded Docs

0

Payroll Costs

0

Business Mortgage Interest Payments

0

Business Rent or Lease Payments

0

Business Utility Payments

0

Payroll and Nonpayroll Total Costs

0

Forgiveness Amount \*

0

Forgiveness Amount \*

3125

## ▼ Signature

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.

☐ By checking this box and completing this form, I understand that I will be creating an electronic signature.

Type your name here to digitally sign as Authorized Representative of Borrower \*

Today's date and the date of the PPP Forgiveness Application \*

Print Name of Authorized Representative of Borrower \*

Title of Authorized Representative of Borrower \*

## ▶ PPP Borrower Demographic Information Form (Optional)

\* = required fields

```
{ "": [ "should have required property 'signature'", "should have required property 'signature_date'", "should have required property 'signature_title'", "should have required property 'payroll_schedule'", "should have required property 'signature_consent'", "should have required property 'signature_print_name'", "should have required property 'employees_at_forgiveness_application'" ] }
```

Submit

~~Upload File~~

Do NOT upload files in this section -- Upload supporting documents under LOAN FORGIVNESS: DOCUMENTS UPLOAD

Add Note

# Form 3508EZ

You may use this form if you can check at least one of the three boxes below.

 Form 3508S

▼ Form 3508EZ

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

- ☐ The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).
- ☐ The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); **AND** The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period. (Ignore reductions that arose from an inability to rehire individuals who were employees on February 15, 2020 if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020. Also ignore reductions in an employee's hours that the Borrower offered to restore and the employee refused. See [85 FR 33004,33007](#) (June 1, 2020) for more details.
- ☐ The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); **AND** The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

If you do not qualify for filing Form 3508S and Form 3508EZ, leave those sections blank and proceed to Form 3508 sections below

Verify Forgiveness Amount Calculation - Contact [PPPLoans@egcu.org](mailto:PPPLoans@egcu.org) if Forgiveness Amount is \$0 or Payroll Costs are \$0}

▼ Forgiveness Amount Calculation

Numbers in this section are calculated based on expense documents you have provided in the Documents Upload (and Schedule A if you are filing Form 3508)

Payroll Costs From Uploaded Docs

0

Payroll Costs

0

Business Mortgage Interest Payments

0

Business Rent or Lease Payments

0

Business Utility Payments

0

Payroll and Nonpayroll Total Costs

0

Forgiveness Amount \*

0



## Complete the Borrower Certifications

### ▼ Form 3508EZ Borrower Certifications

The dollar amount for which forgiveness is requested:

- 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);
- includes payroll costs equal to at least 60% of the forgiveness amount;
- 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 \$20,833 per individual; and
- 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.

Initial here

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.

Initial here

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.

Initial here

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

Initial here

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

Initial here

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.

Initial here

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.

Initial here

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.

Initial here

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, and reductions in an employee's hours that a borrower offered to restore and were refused).

Initial here

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.

Initial here

- 1. Signature – Complete all information
- 2. Demographic Information is optional but encouraged
- 3. Submit - Click to submit. If you are unable to click this button, go back and make sure all required information is complete.

Forgiveness Amount \*

3125

▼ Signature

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.

☐By checking this box and completing this form, I understand that I will be creating an electronic signature.

Type your name here to digitally sign as Authorized Representative of Borrower \*

Today's date and the date of the PPP Forgiveness Application \*

Print Name of Authorized Representative of Borrower \*

Title of Authorized Representative of Borrower \*

▶ PPP Borrower Demographic Information Form (Optional)

\* = required fields

{ "": [ "should have required property 'signature'", "should have required property 'signature\_date'", "should have required property 'signature\_title'", "should have required property 'payroll\_schedule'", "should have required property 'signature\_consent'", "should have required property 'signature\_print\_name'", "should have required property 'employees\_at\_forgiveness\_application'" ] }

Submit

~~Upload File~~

Do NOT upload files in this section -- Upload supporting documents under LOAN FORGIVENESS: DOCUMENTS UPLOAD

Add Note