

Uploading Documents to Forgiveness Customer Portal

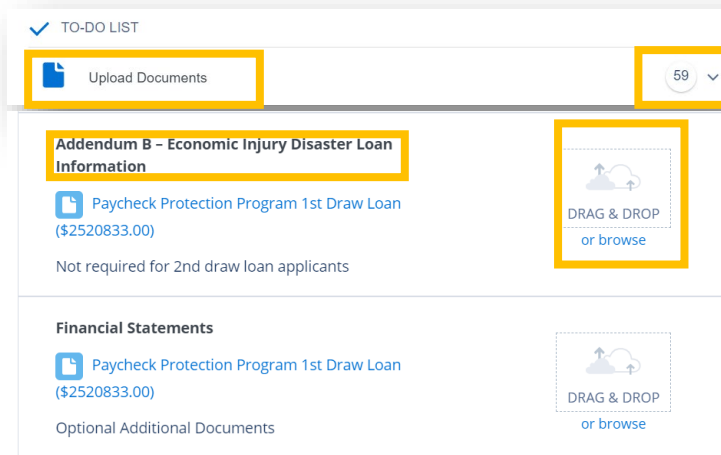
Uploading Documents pt. 1

1. Clicking the drop-down by the **Upload Documents** header, you will see placeholders for specific Documents to be uploaded.

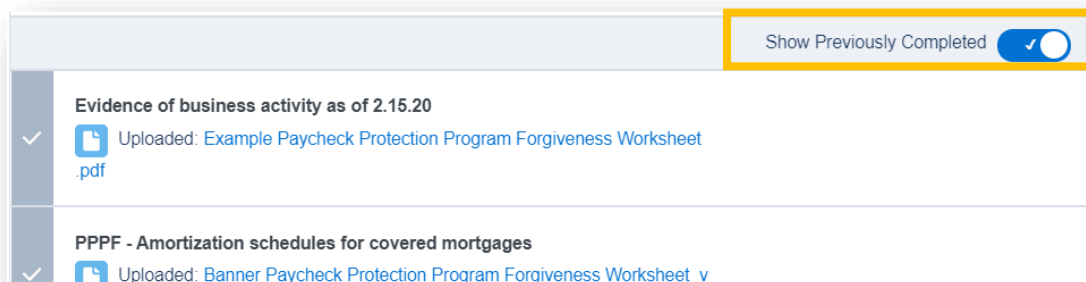
Note: Each document will have a Loan amount listed in blue text below the document name to notify you which Loan it correlates to

- **Note:** Placeholders that appear may vary
- **Note:** Only one document per placeholder can be uploaded. If you have more than one document that applies to one placeholder, please combine them into one file (Maximum file size is 5MB)

2. To upload documents, expand the **Upload Documents** drop down. Either **Drag & Drop** from your computer or **Browse** and select a file



3. With the Upload Documents drop down open, scroll down and switch the toggle next to **Show Previously Completed** so that it shows blue check mark. This will show you all previously uploaded documents



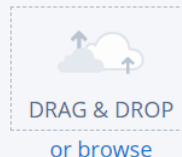
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Additional Documents

- If there is not a placeholder for a document, or you can't identify which file should go into a placeholder there is also the option to use the **Additional Documents** feature. Drag and Drop or Browse any number of files which you think the bank will need for your application

Additional Documents

If you have additional supporting documents that did not fit in the placeholders, please upload those here.



Need Help?

If you have multiple for any of the specified placeholders, you may merge them together or zip them up in one file before uploading. EX. I have 4 payroll files, so I merged them together into one document before uploading.

Please provide documentation for payroll, nonpayroll, and employee information where necessary. This documentation should clearly tie to the numbers input into the forgiveness application. Examples of this documentation would consist of the following:

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Required Documents for 3508

INSTRUCTIONS

Below is a list of Documents that you may be required to upload. *Reference your **Customer Portal Dashboard** to determine the exact requirements for your application.

Payroll: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or Alternative Covered Period.

- Bank account statements or third-party payroll service provider reports documenting the amount cash compensation paid to employees.
- Tax forms or third-party payroll reports that overlap with the Covered Period or Alternate Covered Period.
- 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 would be reported, to the relevant state.
- 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.

FTE: Documentation showing:

- The average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019;
- The average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or
- 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 12 week period between May 1, 2019 and September 15, 2019.
- 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 that would be reported to the IRS or the state. Documents submitted may cover periods longer than the specific time period.

Nonpayroll: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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 Documents for 3508EZ

Below is a list of Documents that you may be required to upload. *Reference your **Customer Portal Dashboard** to determine the exact requirements for your application.

Payroll: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or Alternative Covered Period.

- Bank account statements or third-party payroll service provider reports documenting the amount cash compensation paid to employees.
- Tax forms or third-party payroll reports that overlap with the Covered Period or Alternate Covered Period.
- 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 would be reported, to the relevant state.
- 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.
- If you checked only the second box on the checklist to determine the ability to use the EZ form, 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.

Nonpayroll: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

INSTRUCTIONS