

## Getting Started

The following information outlines the process of using the nCino PPP Forgiveness workflow.

*Below are some tips to help set you up for success when you are getting started.*

Always log in using Google Chrome web browser

## Online Application – Applying for Forgiveness

1. Following the link in the email you received will take you to the PPP Forgiveness login. From here you will need to set up your password. Note that your username will be your email address.

Alpine Bank

Log In

Welcome back!  
Log in to continue.

Email

Password

[Forgot password?](#)

Log In

New Customer? [Sign Up](#)

2. To apply for forgiveness, click **Marketplace** in the upper left corner.

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

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Dashboard

Marketplace

Welcome to your dashboard.  
Thank you for visiting, once you complete your application you must upload at least one document in order for us to begin processing for PPP forgiveness application. Please contact your loan officer should you have any questions.

Test Case

Paycheck Protection Program Forgiveness

Apply

PPP Loan Forgiveness

PPP Loan Forgiveness Resources

- Loan Forgiveness Application Form EZ Instructions
- Loan Forgiveness Application Form EZ
- Loan Forgiveness Application Form Instructions
- Loan Forgiveness Application Form



3. Click on **Apply** to apply for Paycheck Protection Program Forgiveness.

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Dashboard

Marketplace

Welcome to your dashboard

Test Case

Thank you for visiting, once you complete your application you must upload at least one document in order for us to begin processing for PPP forgiveness application. Please contact your loan officer should you have any questions.

Paycheck Protection Program Forgiveness

Apply

PPP Loan Forgiveness

4. The first thing you must do is confirm the business for which you are applying for forgiveness. Then click **Apply With This Business**.

**THE PROCESS**

- APPLICATION
- YOUR BUSINESS
- NEXT STEPS

## Your Loan Forgiveness Application

### Your Business

Which business is this forgiveness application related to?

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

Edit

Apply With This Business

Add New

Save and come back later

### What is forgivable?

The CARES Act lists two categories of expenses that are forgivable. These include "Eligible payroll costs" and "Eligible nonpayroll costs". This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level, the loan will be forgiven. Another important requirement is that you actually pay for these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020 signed into law on 6/5/20, at least 60% of the PPP Loan must be spent on "Eligible payroll costs" and up to 40% can be spent on "Eligible nonpayroll costs".

#### Eligible Payroll Costs

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

#### Eligible nonpayroll Costs

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

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**PERSONAL INFO**

### Tell us about yourself

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

Role

Ownership Percent

Official Title

SSN

Mobile Phone

Home Street

Home City

Home State

Home ZIP Code

Mailing Address Same As Home Address?  
☒

Next

Save and come back later

### What is forgivable?

The CARES Act lists two categories of expenses that are forgivable. These include "Eligible payroll costs" and "Eligible nonpayroll costs". This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level, the loan will be forgiven. Another important requirement is that you actually pay for these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020 signed into law on 6/5/20, at least 60% of the PPP Loan must be spent on "Eligible payroll costs" and up to 40% can be spent on "Eligible nonpayroll costs".

#### Eligible Payroll Costs

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

#### Eligible nonpayroll Costs

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



08/08

Let's look at your Covered Period and confirm your NAICS code

The Payroll & Benefit Costs are based on the covered period. The Covered Period begins on the date the loan was originally disbursed. It ends on a date selected by you, the Borrower, that is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

Covered Period Begin Date

Covered Period Begin Date based on the PPP loan disbursement date  
1/13/2021

Covered Period End Date

Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

5/28/2021  
MM/YYYY

NAICS Code

The latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code on record.

NAICS Lookup

624120 - Services for the Elderly and Persons with Disabilities

Next

Save and come back later

## Form 3508S Eligibility

Based on the updated SBA regulatory changes, form 3508S can now be used by applicants that have a PPP loan of \$150,000 or less.

### PPP Loan Amount and Funding Date

Paycheck Protection Loan Amount

USD 50,000.00

Date that the funds of your PPP loan were disbursed

1/13/2021

Covered Period End Date

5/28/2021

**Based on your loan amount you are eligible to use the 3508S form. While you could elect to use the full 3508 form, we strongly recommend that you use the form 3508S as it was created by the SBA to greatly simplify the forgiveness process.**

Would you like to use form 3508S?

Yes

No

Next

Save and come back later

8. You will be given a much simpler application to complete when using the 3508S. You will enter your headcount and forgiveness amount. Then click **Next**.

THE PROCESS

APPLICATION

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD

FORM 3508S ELIGIBILITY

FORM 3508S DETAILS

CERTIFICATIONS 3508S

E-CONSENT

OPTIONAL DEMOGRAPHIC INFORMATION

REVIEW & SUBMIT

NEXT STEPS

Form 3508S Forgiveness Details

Let's gather the data that will be used to create the SBA's PPP 3508S Forgiveness Application

PPP Loan Amount and Funding Date

Paycheck Protection Loan Amount

USD 50,000.00

Paycheck Protection Loan Funding Date

1/13/2021

Covered Period End Date

5/28/2021

Headcount Details

Do we have your number of employees at the time of the loan application on file?

Yes

Employees at time of loan application

5

Employees at Time of Forgiveness Application

5

Forgiveness Amount

Requested Loan Forgiveness Amount:

USD 50,000.00

Amount of Loan Spent on Payroll Costs:

USD 43,000.00

Next

9. When using the 3508S, you will complete the Certifications then click **Next**.

Certifications

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.

☒

I understand, acknowledge, and agree that the Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request. The Borrower must provide documentation independently to a lender to satisfy relevant Federal, State, local or other statutory or regulatory requirements or in connection with an SBA loan review or audit.

☒

The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and guidance issued by SBA through the date of this application), including the rules related to: • eligible uses of PPP loan proceeds; • the amount of PPP loan proceeds that must be used for payroll costs; • the calculation and documentation of the Borrower's revenue reduction (if applicable); and • the calculation of the Borrower's Requested Loan Forgiveness Amount. Information regarding these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.

☒

The information provided in this application 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.

Next

10. With use of the 3508S, you have the option to complete the E-Consent and **Next**.

Electronic Signature

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

E-Consent is optional

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

FirstName LastName

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

FL

Next

11. The Demographic Information route is optional. You will complete or leave blank and **Next**.

PPP Borrower Demographic Information Form (Optional)

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

Principal Name

Tom Selleck

Position

Owner

Veteran

2+Veteran

Gender

Race (more than 1 may be selected)

0 options selected

Ethnicity

Next

Save and come back later

Optional Demographic Information

Instructions

1. Purpose.

2. Description.

3. Definition of Principal.

4. Principal Name.

5. Position.

- 12

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

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

THE PROCESS

APPLICATION

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD

FORM 3508S ELIGIBILITY

FORM 3508S DETAILS

CONFIRMATION SCREEN

I CONSENT

OPTIONAL DEMOGRAPHIC INFORMATION

REVIEW & SUBMIT

NEXT STEPS

Your Loan Forgiveness Application

Does everything look right?

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

Business Info

Relationship Name

7TH & Madison Extension LLC

Annual Revenue

Shipping Address

8800 Avenue

78, 20th Floor, Suite 305

Kenilworth, NJ 07033

Personal Info

First Name

Owner

Ownership Percent

100.00 %

Official Title

CEO

SSN

\*\*\*\*4552

Mobile Phone

2017239398

Mailing Address Same As Home Address?

☒

Residential Address

219 Main Street, Unit 111

Chatham, NJ 07828

Covered Period

Covered Period Begin Date

Paycheck Protection Loan Funding Date

1/13/2021

Covered Period End Date

Covered Period End Date

5/08/2021

NAICS Code

The Small Business Administration requires the NAICS code. Please confirm we have the correct code on record.

NAICS Code

624120 - Services for the Elderly and Persons with Disabilities

Form 3508S Eligibility

PPP Loan Amount and Funding Date

Paycheck Protection Loan Amount

USD 50,000.00

Paycheck Protection Loan Funding Date

1/13/2021

Covered Period End Date

5/08/2021

Based on your loan amount you are eligible to use the 3508S form. While you could elect to use the full 2008 form, we strongly recommend that you use the form 3508S as it was created by the SBA to greatly simplify the forgiveness process.

Use Form 3508S?

☒

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Equal Housing Lender

NMLS#414674

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Revised 03/2021

Form 3508S Details

PPP Loan Amount and Funding Date

Paycheck Protection Loan Amount

USD 90,000.00

Paycheck Protection Loan Funding Date

1/13/2021

Covered Period End Date

5/28/2021

Headcount Details

Do we have No of EEs at time of loan app

Yes

Employees

5

PPP No of Employees at forgiveness time

5

Forgiveness Amount

3508S Forgiveness Amount

USD 90,000.00

Payroll Costs

USD 43,000.00

Certifications 3508S

E-Consent

E-Consent is optional

E-Consent Name

First Name Last Name

E-Consent Initials

FL

Optional Demographic Information

Full Name

Tiffany Weems

Role

Owner

Veteran

Gender

Ethnicity

Submit Application

Save and come back later

13. For all other loans (3508 or 3508EZ), you will determine if you are eligible to complete the 3508EZ by answering the questions below. If you answer Yes one of the questions, you can select to continue with EZ application. If you answer No, you will be directed to the 3508 application. Then click **Next**.

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD & PAYROLL

APPLICATION TYPE

PAYROLL COSTS

HEADCOUNT & SALARY

NONPAYROLL COSTS

LOAN DETAILS

ESTIMATED FORGIVENESS CALCULATION

PPP SCHEDULE A

CERTIFICATIONS

E-CONSENT

OPTIONAL DEMOGRAPHIC INFORMATION

Determining Your Eligibility to use the 3508EZ Form

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

Qualification Option 1

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

Do you meet the criteria for Qualification Option 1 above?

Yes

No

Qualification Option 2

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); AND The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period, (ignore reductions that 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.

Do you meet the criteria for Qualification Option 2 above?

Yes

No

Qualification Option 3

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); AND The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

Do you meet the criteria for Qualification Option 3 above?

Yes

No

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

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

Yes

No

Next

Save and come back later

Eligible for the 3508 EZ Form?

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

1 - The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

2 - The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); AND The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period, (ignore reductions that 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.

3 - The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (for purposes of this statement, "employees" means only those employees that did not receive, during any single period during 2019, wages or salary at an annualized rate of pay in an amount more than \$100,000); AND The Borrower was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

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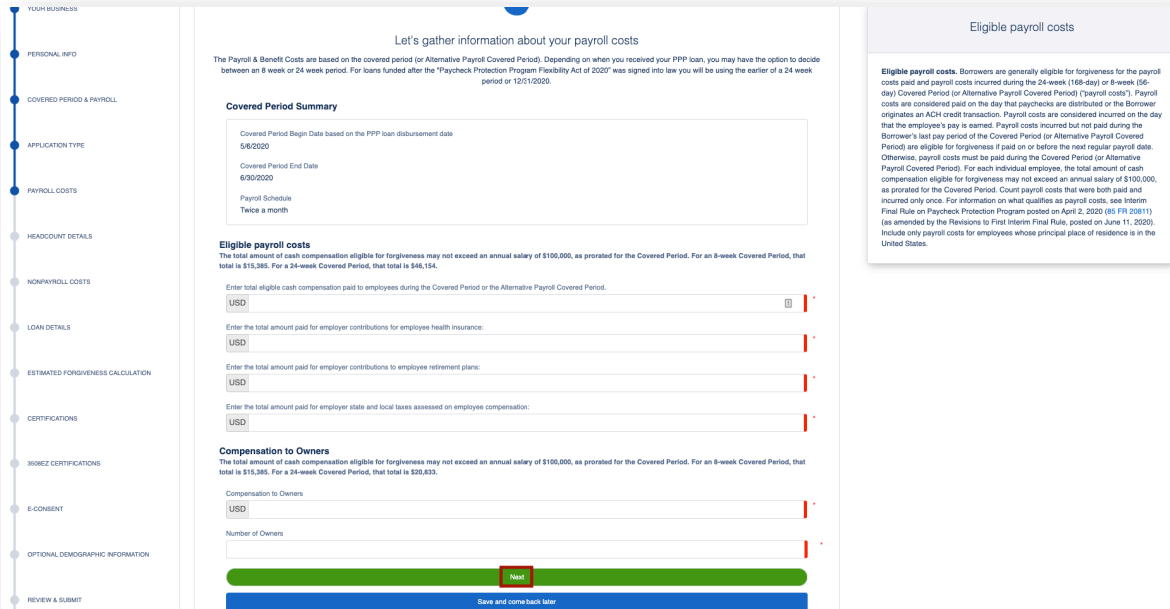
Equal Housing Lender

NMLS#414674

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Revised 03/2021

14. Next, you enter your business's payroll costs. As always, the tile on the right provides guidance on how to answer the payroll questions. Then click **Next**.



**Let's gather information about your payroll costs**

The Payroll & Benefit Costs are based on the covered period (or Alternative Payroll Covered Period). Depending on when you received your PPP loan, you may have the option to decide between an 8 week or 24 week period. For loans funded after the "Paycheck Protection Program Flexibility Act of 2020" was signed into law you will be using the earlier of a 24 week period or 12/1/2020.

**Covered Period Summary**

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

Covered Period End Date  
6/30/2020

Payroll Schedule  
Twice a month

**Eligible payroll costs**

The total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$46,154.

Enter total eligible cash compensation paid to employees during the Covered Period or the Alternative Payroll Covered Period.  
USD

Enter the total amount paid for employer contributions for employee health insurance:  
USD

Enter the total amount paid for employer contributions to employee retirement plans:  
USD

Enter the total amount paid for employer state and local taxes assessed on employee compensation:  
USD

**Compensation to Owners**

The total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$20,833.

Compensation to Owners  
USD

Number of Owners  
9

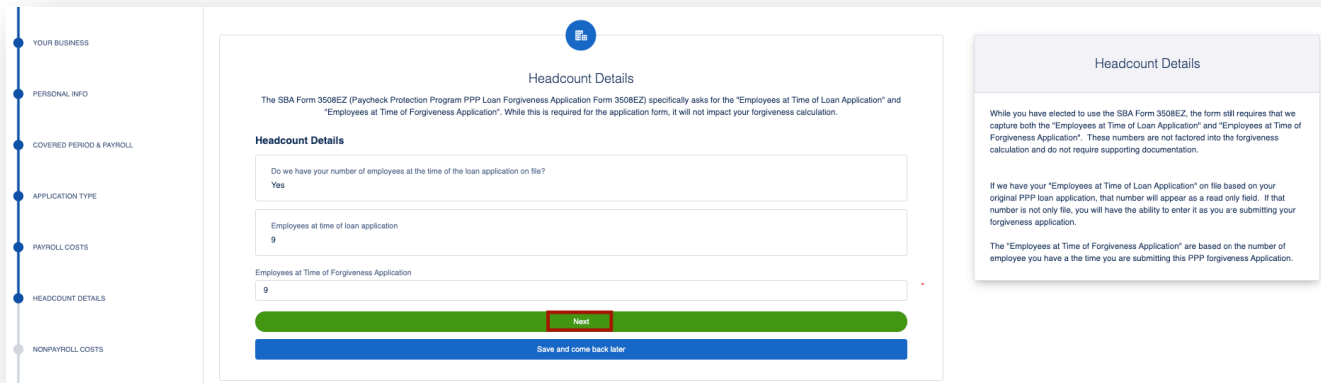
**Next**

Save and come back later

**Eligible payroll costs**

**Eligible payroll costs.** Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24-week (169-day) or 8-week (56-day) Covered Period (or Alternative Payroll Covered Period) ("payroll costs"). Payroll costs are considered paid on the day that paychecks are distributed or the Borrower originates an ACH credit transaction. Payroll costs are considered incurred on the day that the employee's pay is earned. Payroll costs incurred but not paid during the Borrower's last pay period of the Covered Period (or Alternative Payroll Covered Period) are eligible for forgiveness if paid on or before the next regular payroll date. Otherwise, payroll costs must be paid during the Covered Period (or Alternative Payroll Covered Period). For each individual employee, the total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. Count payroll costs that were both paid and incurred only once. For information on what qualifies as payroll costs, see Interim Final Rule on Paycheck Protection Program posted on April 2, 2020 (85 FR 23811) (as amended by the Revisions to First Interim Final Rule, posted on June 11, 2020). Include only payroll costs for employees whose principal place of residence is in the United States.

15. Then enter your business's headcount. As always, the tile on the right provides guidance on how to answer the headcount questions. Then click **Next**.



**Headcount Details**

The SBA Form 3508EZ (Paycheck Protection Program PPP Loan Forgiveness Application Form 3508EZ) specifically asks for the "Employees at Time of Loan Application" and "Employees at Time of Forgiveness Application". While this is required for the application form, it will not impact your forgiveness calculation.

**Headcount Details**

Do we have your number of employees at the time of the loan application on file?  
Yes

Employees at time of loan application  
9

Employees at Time of Forgiveness Application  
9

**Next**

Save and come back later

**Headcount Details**

While you have elected to use the SBA Form 3508EZ, the form still requires that we capture both the "Employees at Time of Loan Application" and "Employees at Time of Forgiveness Application". These numbers are not factored into the forgiveness calculation and do not require supporting documentation.

If we have your "Employees at Time of Loan Application" on file based on your original PPP loan application, that number will appear as a read only field. If that number is not only file, you will have the ability to enter it as you are submitting your forgiveness application.

The "Employees at Time of Forgiveness Application" are based on the number of employee you have at the time you are submitting this PPP forgiveness Application.

16. A) If the amount of the payroll costs DO NOT EQUAL the PPP loan, the nonpayroll costs route will automatically render. You will enter your nonpayroll costs and click **Next**.

Let's gather information about your nonpayroll costs

Eligible nonpayroll costs

Business mortgage interest payments

USD 9,000.00

Business rent or lease payments

USD 9,000.00

Business utility payments

USD 9,000.00

Covered Operations Expenditures

USD 9,000.00

Covered Property Damage Costs

USD 9,000.00

Covered Supplier Costs

USD 900.00

Covered Worker Protection Expenditures

USD 9,000.00

Next

Save and come back later

B) If the amount of the payroll costs EXCEEDS the PPP loan, the Forgiveness Check route will automatically render. You have the option to enter your nonpayroll costs. Then click **Next**.

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD & PAYROLL

APPLICATION TYPE

PAYROLL COSTS

HEADCOUNT DETAILS

FORGIVENESS CHECK

NONPAYROLL COSTS

LOAN DETAILS

ESTIMATED FORGIVENESS CALCULATION

CERTIFICATIONS

3508EZ CERTIFICATIONS

Forgiveness Check

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

Payroll Costs

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

Potential Forgiveness Amounts

Modified Total  
USD 180,000.00

PPP Loan Amount  
USD 140,600.00

Payroll Cost 60% Requirement  
USD 295,000.00

Forgiveness Amount

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

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

Nonpayroll Costs

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

Would you like to enter your nonpayroll related costs?

Yes

Next

Save and come back later

Forgiveness Check

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

1 - Business mortgage interest payments paid or incurred during the Covered Period for any business mortgage obligation on real or personal property incurred before February 15, 2020 (not including prepayments).

2 - Business rent or lease payments paid or incurred for real or personal property during the Covered Period, pursuant to lease agreements in force before February 15, 2020.

3 - Business utility payments paid or incurred during the Covered Period, for business utilities for which service began before February 15, 2020.

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

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

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17. You will provide the answer to the question on the Additional Forgiveness Route – PPP loan over \$2 million. Then click **Next**.

Additional Forgiveness Detail

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

Paycheck Protection Loan Amount

USD 158,227.00

Date that the funds of your PPP loan were disbursed

4/14/2020

Covered Period End Date

7/20/2020

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

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

Yes

No

Next

Save and come back later

18. The Estimated Forgiveness Calculation is an estimate of the amount to be forgiven. Then click **Next**.

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD & PAYROLL

APPLICATION TYPE

PAYROLL COSTS

HEADCOUNT DETAILS

NONPAYROLL COSTS

LOAN DETAILS

ESTIMATED FORGIVENESS CALCULATION

CERTIFICATIONS

3508EZ CERTIFICATIONS

E-CONSENT

OPTIONAL DEMOGRAPHIC INFORMATION

Estimated Forgiveness Calculation

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

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:

USD 114,000.00

Line 2. Business Mortgage Interest Payments:

USD 2,000.00

Line 3. Business Rent or Lease Payments:

USD 0.00

Line 4. Business Utility Payments:

USD 97.00

Potential Forgiveness Amounts

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

USD 116,097.00

Line 6. PPP Loan Amount:

USD 140,600.00

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60):

USD 190,000.00

Forgiveness Amount

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

USD 116,097.00

Next

Save and come back later

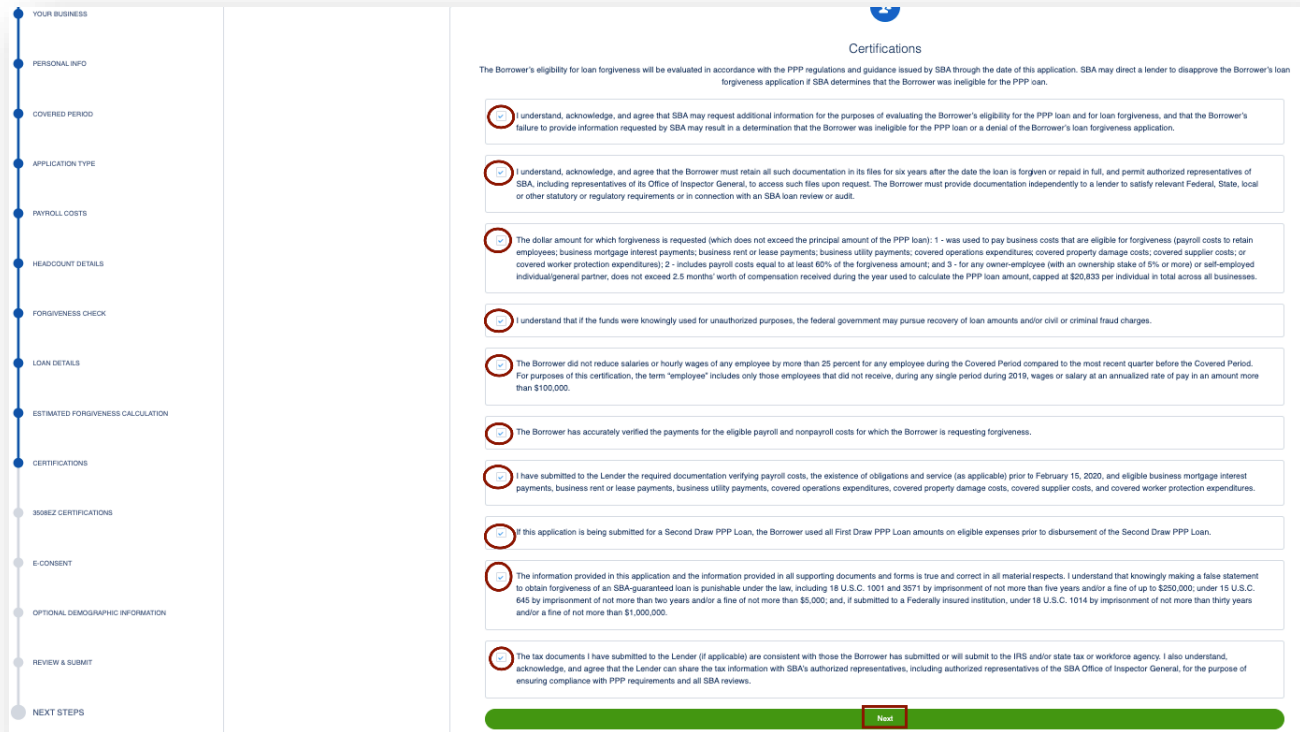
Estimated Forgiveness Calculation

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

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

The SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.

19. The Certifications route ensures you are supplying true and accurate information. You certify by clicking the appropriate check boxes and then clicks **Next**.



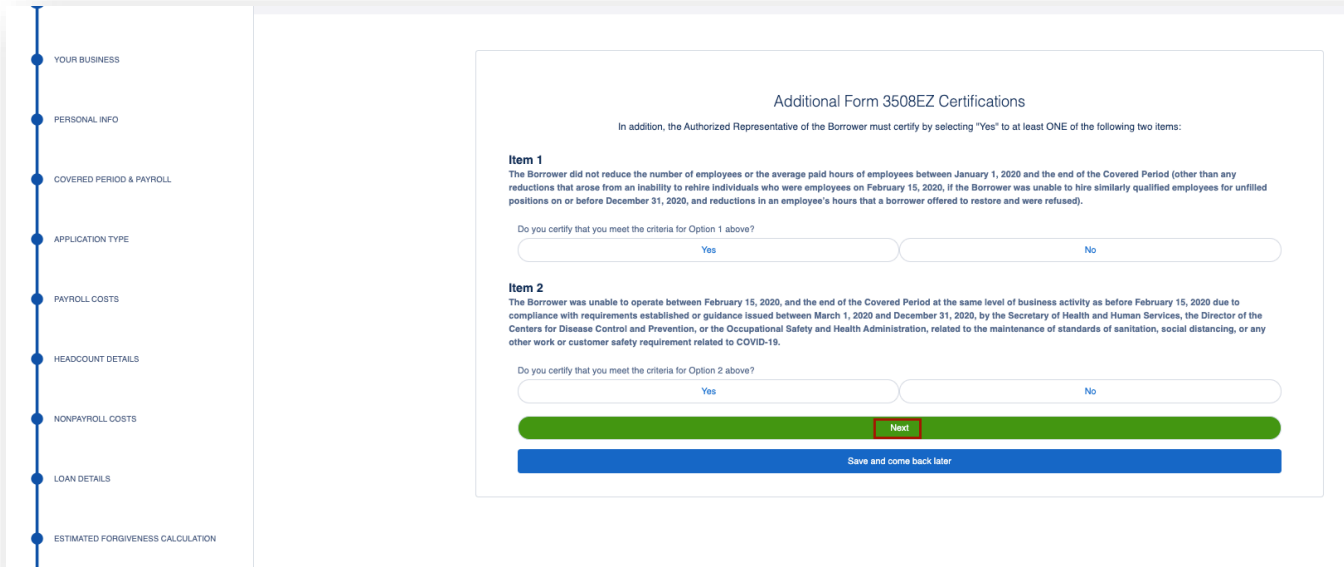
**Certifications**

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.

- ☐ 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.
- ☐ I understand, acknowledge, and agree that the Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request. The Borrower must provide documentation independently to a lender to satisfy relevant Federal, State, local or other statutory or regulatory requirements or in connection with an SBA loan review or audit.
- ☐ The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan): 1 - 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); 2 - includes payroll costs equal to at least 60% of the forgiveness amount; and 3 - 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.
- ☐ 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 three 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.

**Next**

20. Additional certifications for 3508EZ ensure that you are still able to use the EZ form. By answering the questions below, you will be notified of your continued eligibility then clicks **Next**.



**Additional Form 3508EZ Certifications**

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

**Item 1**  
The Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020, and reductions in an employee's hours that a borrower offered to restore and were refused).

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

☐ Yes ☐ No

**Item 2**  
The Borrower was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020, by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

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

☐ Yes ☐ No

**Next**

Save and come back later

21. Please complete the Electronic Signature by typing your name and providing your initials. Then click **Next**.

THE PROCESS

APPLICATION

YOUR BUSINESS

PERSONAL INFO

COVERED PERIOD & PAYROLL

APPLICATION TYPE

PAYROLL COSTS

HEADCOUNT DETAILS

Your Loan Forgiveness Application

Electronic Signature

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

**E-Consent is optional**

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

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

Next

Save and come back later

22. The Demographic Information is optional. You choose to complete or leave blank and **Next**.

PPP Borrower Demographic Information Form (Optional)

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

Principal Name

Tom Sefleck

Position

Owner

Veteran

2=Veteran

Gender

Race (more than 1 may be selected)

0 options selected

Ethnicity

Next

Save and come back later

Optional Demographic Information

Instructions

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.

2. **Description.** This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.

3. **Definition of Principal.** The term "Principal" means:

- For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
- For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower's business.
- For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
- For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
- Any individual hired by the Borrower to manage the day-to-day operations of the Borrower ("key employee").
- Any trustee (if the Borrower is owned by a trust).
- For a nonprofit organization, the officers and directors of the Borrower.

4. **Principal Name.** Insert the full name of the Principal.

5. **Position.** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

23. Finally, the system navigates you to the Review and Submit page to ensure there are no issues with the data that has been added to the application for PPP Forgiveness. Then click **Submit Application**.  
**Note:** your Review & Submit route may look different from the one below.



24. Once your application is submitted, you can click the **Go to Dashboard** button to return to the dashboard where you can view the progress of your submitted application.


Revised 03/2021

Dashboard – Documents


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

Welcome to your dashboard


Thanks for visiting. Upload documents, check the status of your products, and keep in touch!

 John Higgins

✓ TO-DO LIST

 Upload Documents
 


8 >

 Incomplete Applications
 

1 >

Additional Documents


Upload additional documentation here, including supplemental files for to-do list items.



DRAG & DROP

or browse

YOUR PRODUCTS


 SBA 7(a) - Paycheck Protection P...
 

Relationship: Magnum PI, Inc.

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


2. The **number in the circle** indicates how many different types of documents you may upload. Not all borrowers will need to submit documents for every category. For example, if you did not enter any interest or lease expense in your applications, there is no need to supply those documents. \*Please note that you must upload at least one supporting document for your application to be fully submitted to your Alpine Bank lender.


✓ TO-DO LIST

 Upload Documents
 

8

Organizational Document


 Magnum PI, Inc.
 




DRAG & DROP

or browse

Copy of Voided Check


 SBA 7(a) - Paycheck Protection Program (\$50000.00)
 




DRAG & DROP

or browse

Form 940


 SBA 7(a) - Paycheck Protection Program (\$50000.00)
 




DRAG & DROP

or browse

Form 941 Q1


 SBA 7(a) - Paycheck Protection Program (\$50000.00)
 




DRAG & DROP

or browse

Form 941 Q2

 SBA 7(a) - Paycheck Protection Program (\$50000.00)
 



DRAG & DROP

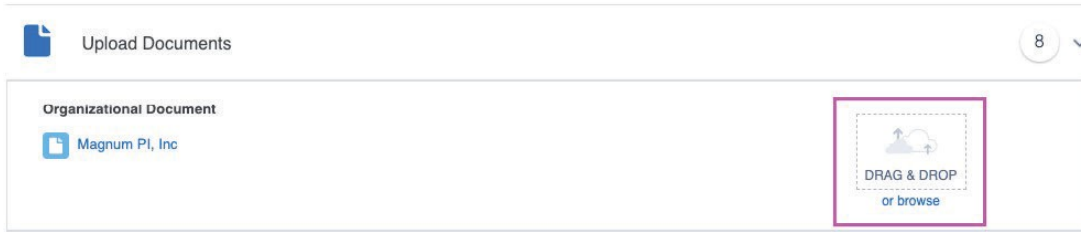
or browse

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

alpinebank.com | Equal Housing Lender NMLS#414674 | Member FDIC

Revised 03/2021

3. Either **browse** or **drag & drop** into the placeholder to upload supporting documents.



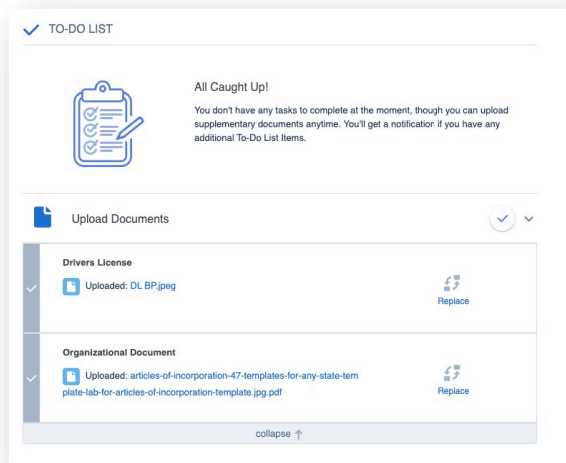
4. As documents are uploaded, the number will decrease, and the placeholder will change. There will be a checkmark indicating that the document has uploaded. *There is no need to Save.*



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



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





The SBA's Instructions for the 3508 and 3508EZ provide a list the documents that are required to be submitted with your Forgiveness Application. For the full instructions, click here:

<https://home.treasury.gov/system/files/136/PPP-Loan-Forgiveness-Application-Form-EZInstructions.pdf>

[https://home.treasury.gov/system/files/136/PPP-Loan-Forgiveness-Application-Instructions\\_1\\_0.pdf](https://home.treasury.gov/system/files/136/PPP-Loan-Forgiveness-Application-Instructions_1_0.pdf)



Paycheck Protection Program  
PPP Loan Forgiveness Application Form 3508EZ

**Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application Form 3508EZ**

**PPP Loan Forgiveness Calculation Form 3508EZ**

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll 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.
- c. 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.
- d. 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.

**Nonpayroll:** 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.
- 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



Paycheck Protection Program  
Loan Forgiveness Application Revised June 16, 2020

OMB Control Number 3245-0407  
Expiration Date: 10/31/2020

**Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application**

**PPP Loan Forgiveness Calculation Form**

**PPP Schedule A**

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll 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.
- c. 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 (PPP Schedule A, lines (6) and (7)).

**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 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 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.

**Nonpayroll:** 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.
- 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.