



PAYCHECK PROTECTION PROGRAM | 3508 EZ

Your Guide to Applying for Loan Forgiveness



We're here to help!

This How-To Apply Guide will take you through all the steps you need to take to apply for PPP Loan Forgiveness.

What You Need to Know

When to apply

Based on the wave schedule, you'll be "port enabled" and receive an email notification that you are now able to apply for Forgiveness with a link to access the portal.

Adding additional Users

If you need to add an additional person to assist in the completion of the Application, contact your Forgiveness Rep.

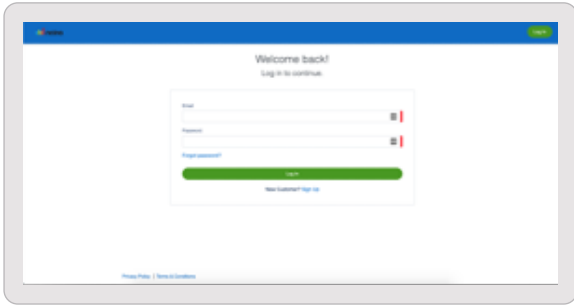
Helpful Tips and Requirements

- The *Enter* and *Save* feature allows you to enter your information, save it and return later.
- If you're unable to advance screens when selecting *Next*, check for required fields.
- After entering data into a field, click *Tab* to advance off the last field entered.
- The portal works best when launched in a Google Chrome® browser.

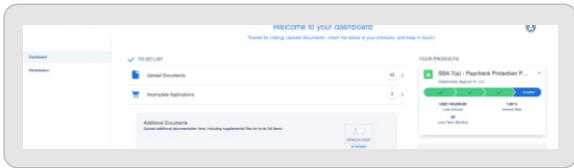
Important Reminders

- There are two applications available: 3508 EZ and 3508.
- You will be routed to the appropriate application based on your answers to qualifying questions.
- Once you submit the application, you cannot go back in and edit until the Northern Bank Credit Analyst. re-enables you.

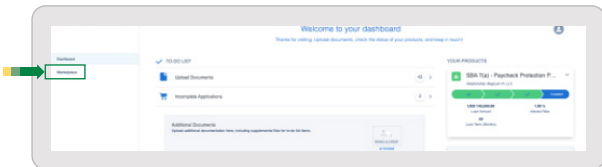
Login and Dashboard



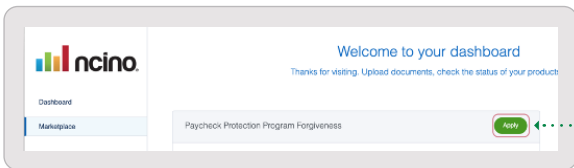
1 Login



2 You will be routed to the Dashboard

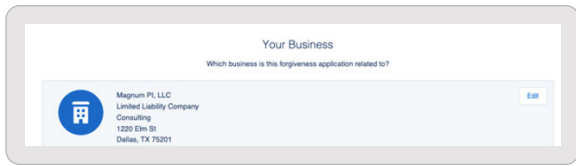


3 Select *Marketplace* from left side of Dashboard

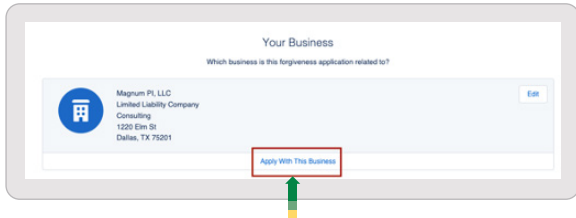


4 Click *Apply*

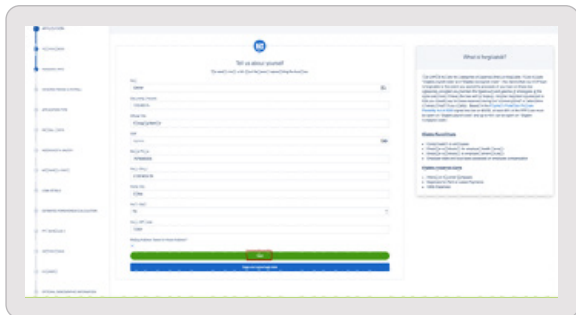
Review Business and Ownership Information and Confirm



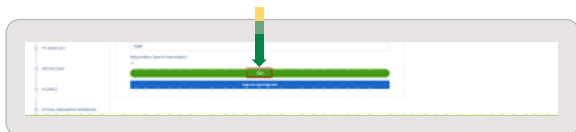
- 1 Review the information displayed
Note: *If multiple entities are tied to you, all will be displayed*



- 2 Click *Apply with this Business*



- 3 Tell Us About Yourself — review information on business owner



- 4 Click *Next*

Covered Period and Payroll Frequency

In this section, you'll be required to indicate the Covered Period or Alternative Covered Period and Payroll Frequency.

Note: The side panel will provide informational text to define terms.

1 Select either the 8-week or 24-week period:

IF...	THEN...
You received the PPP Loan before June 5th	You can elect to use 8 weeks or 24 weeks
You received the PPP Loan after June 5th	You must elect 24 weeks

2 Select their *Payroll Frequency*

Alternative Covered Period

1 If you have a bi-weekly or more frequent period, you can elect to use the Alternative Covered Period, which starts the first day of the pay period following the Disbursement Date.

IF...	THEN...
You do not wish to use the Alternative Payroll Covered Period	Select <i>No</i>
You elect to use the Alternative Payroll Covered Period	Select <i>Yes</i> Enter the <i>Alternative Period Begin Date</i>

2 Click *Next*

Application Types: Form 3508 or 3508EZ

In this section, it will be determined whether or not you are eligible to complete the EZ Form or the Standard Form.

1 Review the Qualification Questions

IF...	THEN...
You are a self-employed individual, independent contractor or sole proprietor who had no employees at the time of the Loan Application	Qualification Option 1 applies; select Yes
Qualification Option 1 doesn't apply	Select No
You did not reduce salary/wages of any employee by more than 25% and did not reduce the number of employees <i>Note: Ignore reductions in hours if you offered hours and employee refused</i>	Qualification Option 2 applies; select Yes
Qualification Option 2 doesn't apply	Select No
You did not reduce salary/wages of any employee by more than 25% and you were unable to operate during the Covered Period at the same level of business activity as before 2-15-2020	Qualification Option 2 applies; select Yes
Qualification Option 3 doesn't apply	Select No

2 The system will determine if you are eligible for the EZ Form

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

3 You will be prompted to select the EZ Form if eligible

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

Yes

No

Select Yes or No

It is recommended that you utilize the EZ Form when eligible.

IF...	THEN...
Yes	You will proceed with the 3508 EZ Form
No	You will proceed with 3508 Standard Form

4 Click Next

Payroll Costs

In this section, we'll cover the process of entering in the Payroll related costs.

The screenshot shows a web application interface for entering payroll costs. The main heading is "Let's gather information about your payroll costs". Below this, there is a "Covered Period Summary" section with fields for "Covered Period Begin Date" (5/8/2020), "Covered Period End Date" (6/30/2020), and "Payroll Schedule" (Twice a month). The "Eligible payroll costs" section includes a note about the annual salary cap and four input fields for: "Enter total eligible cash compensation paid to employees", "Enter the total amount paid for employer contributions to employee health insurance", "Enter the total amount paid for employer contributions to employee retirement plans", and "Enter the total amount paid for employer state and local taxes assessed on employee compensation". A "Compensation to Owners" section follows, with fields for "Compensation to Owners" and "Number of Owners". A "Next" button is highlighted with a red box. On the right, a sidebar titled "Eligible payroll costs" provides detailed text about the rules for eligible payroll costs.

- 1 You should enter the following information based on the Covered Period or Alternative Covered Period:
 - Total Cash Compensation paid
 - Total Amount Paid for Employee Health Insurance
 - Total Amount Paid for Employee Retirement Plans
 - Total Amount Paid for Employer State and Local Taxes
- 2 You should then enter the total compensation paid to any owners.
Note: The owner compensation is limited; refer to the text for information.
- 3 You should enter the total number of owners.
- 4 Click *Next*

Employee Headcount

In this step, you'll be prompted to enter the number of Employees at the time of Loan Application and the number of Employees at the time of Forgiveness Application.

Note: This information does not impact the Forgiveness calculation.

- 1 If the Bank has the information on file from the Loan Application, the number will pre-fill
- 2 If the Bank does not have the information, you should enter the Number of Employees at time of Loan Application
- 3 You should enter the number of Employees at time of Forgiveness Application
- 4 Click *Next*

Attention: All Forgiven?

IF...	THEN...
The amount of the payroll cost equals the PPP Loan Amount	You will not be prompted to enter Non-Payroll Costs You will be routed to the Forgiveness Check page
The amount of the payroll cost does not equal the PPP Loan Amount	You will be prompted to enter Non-Payroll Costs

Forgiveness Check

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 9, line 13
USD 157,800.00

Potential Forgiveness Amounts

Modified Total
USD 180,800.00

PPP Loan Amount
USD 140,800.00

Payroll Cost 80% Requirement
USD 295,800.00

Forgiveness Amount

Forgiveness Amount (the smallest of the modified total, the PPP loan amount, or Payroll Cost 80% Requirement)
USD 140,800.00

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 from 3008 and 3008EZ, specifically 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.

The 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.

Non-Payroll Costs

In this section, you'll be prompted to enter the Non-Payroll related expenses:

- 1 Enter the amount used on Mortgage Interest
- 2 Enter the amount used on Rent/Lease
- 3 Enter the amount used on Utilities
- 4 Click *Next*

Additional Details

In this section, you'll be prompted to answer additional questions:

- Is the PPP loan in excess of \$2 Million?
- Did you receive any EIDL funds?

The screenshot shows a section of the PPP Loan Forgiveness application form. At the top, it states: "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." Below this is a question: "Did you the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million?" with two radio button options: "Yes" and "No". Below the radio buttons, it says: "If you did not receive an Economic Injury Disaster Loan (EIDL) loan you may leave these fields blank." There are two input fields: "EIDL Application Number" and "Enter the amount of any advance on your COVID-19 Economic Injury Disaster Loan (EIDL) you received." The second field has a "USD" dropdown menu.

- 1 Did you receive PPP loans in excess of \$2 Million?
Select *Yes* or *No*
- 2 If you received funds via the Economic Injury Disaster Loan (EIDL),
enter the EIDL Loan Number and amount; if not continue to Step 3
- 3 Click *Next*

Estimated Forgiveness Calculation

1 Based on the information entered on previous screens, the system will calculate the Estimated Forgiveness Amount

2 Click Next

Certification

1 The Certification page ensures that you are supplying true and accurate information; you must certify each section

2 Click Next

Additional Form 3508 EZ Certification

- 1 If you used the 3508 EZ Form, you must complete Certification: Select Yes to Certify
- 2 Click Next

E-Consent Electronic Signature

- 1 You can consent to electronic signature: *Just enter name and initials to authorize the use of the electronic signature*
- 2 Click Next

Borrower Demographics: Optional

- 1 You are then routed to the Borrower Demographic screen, which is optional
- 2 Click Next

Review and Submit

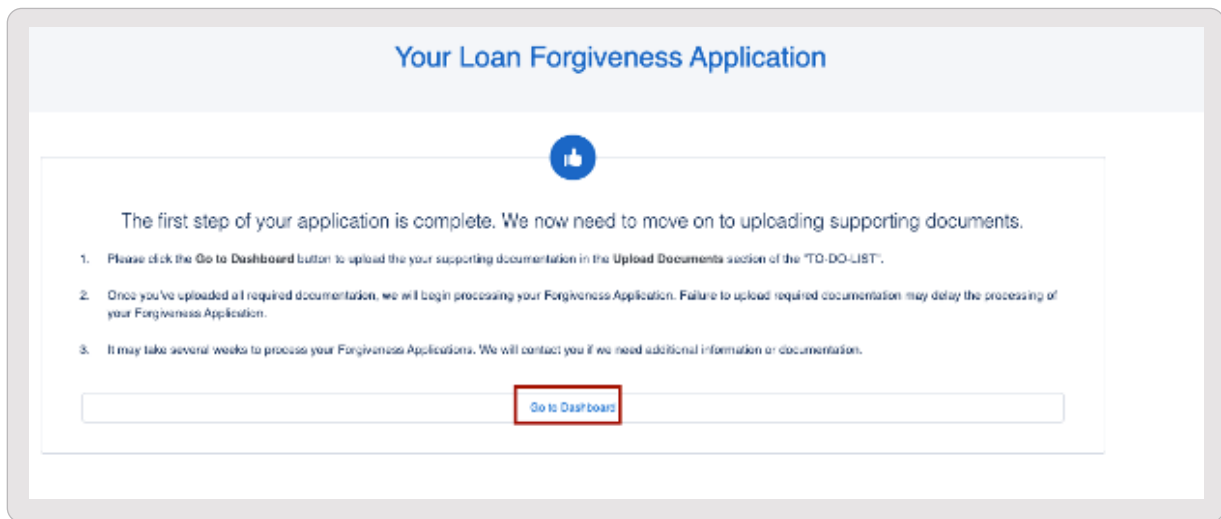
1 On the Review and Submit page, you'll have one final opportunity to review the information entered.

- You may edit information by clicking on the Edit button for each section displayed.
- If the information is correct, you can advance to submitting the application.

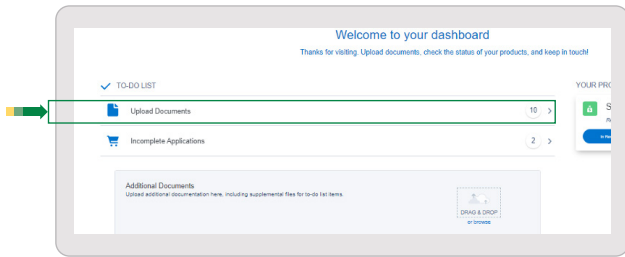
Note: Once the application is submitted, you cannot make any changes.
(Only Northern Bank's Credit Analyst can make a change.)

2 Click *Submit Application*

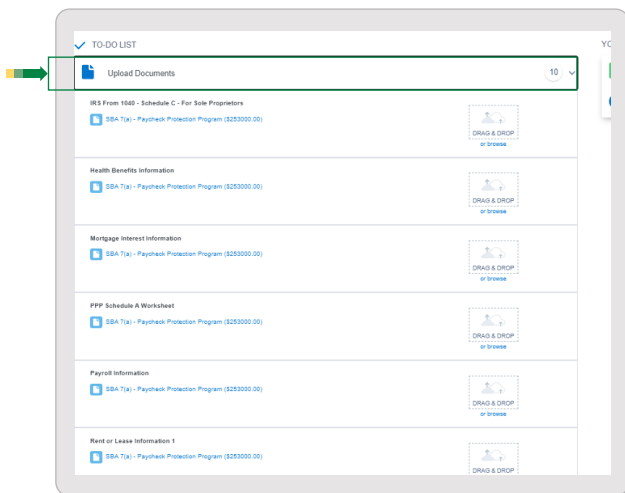
3 Click *Go to Dashboard*



Uploading Documentation



1 You'll be directed to the Dashboard to upload the supporting documentation



2 You should click on the ">" to expand the list of placeholders for the documents

Placeholders

The following are the placeholder categories:

- IRS Form 1040 Schedule C — For Sole Proprietors
- Health Benefits Information
- Mortgage Interest Information
- PPP Schedule A Worksheet
- Payroll Information
- Rent or Lease Information 1
- Rent or Lease Information 2
- Retirement Information
- Utility Payment Information 1
- Utility Payment Information 2

Drag and Drop or Upload

You can Drag and Drop files into the Placeholders or click browse to search and upload files.

Files supported include Excel and Word documents, PDF and JPEG.

**We're here to help
whenever you need us!**

If you have questions or need help with the portal,
contact your Forgiveness Rep.

