

Jefferson Bank

Borrowers PPP Loan Forgiveness

Updated through August 11, 2020 SBA guidance which is subject to change

Table of Contents

- Detail of checklist items
- Performing your loan forgiveness calculation
- Documents need to be submitted to the bank
- Additional documents you need retain for 6 years

Checklist of Items for Borrower to Prepare for Loan Forgiveness

Determine which loan application you should use: Form 3508-EZ or Form 3508

Determine when you should file your application: After 8-weeks or 24-weeks (“Covered Period”)

Data you will likely need to accumulate

Payroll reports for your “Covered Period”

Health insurance premiums or costs paid for self-insured plans

Employer 401(k)/pension contributions

State/local unemployment insurance premiums during the “Covered Period.”

Compensation, subject to the limited amounts, to all owner-employees, self-employed individuals and general partners whose compensation must be included on line 9 of Schedule A of the Form 3508.

Payments of **Rent** on real property or personal property for the “**Covered Period**”

Payments of **Interest** on mortgages for the “**Covered Period**”

Payments of **Utilities** for the “**Covered Period**”

Calculate your Loan Forgiveness

Jefferson Bank

Data Accumulation for Determining Loan Forgiveness Amount

(For both Form 3508-EZ and 3508 unless otherwise noted)

Payroll reports that show gross wages, commissions and bonuses paid during the “Covered Period” or the “Alternative Payroll Covered Period.”

The next payroll report(s) following the end of the covered period that show gross wages, commissions and bonuses incurred during the “Covered Period” or the “Alternative Payroll Covered Period” that were not paid until afterwards.

Identity of non-owner employees that have “protected” wage and salary levels based on no single 2019 pay period exceeding \$100,000 when annualized.

Sort gross payroll based on protected wage employees, non-protected wage employees, and owners (any employee that owns any equity in the company).

Health insurance premiums or costs paid for self-insured plans that are borne by the employer (payments less amount withheld from employees’ paychecks) that are paid or incurred during the “Covered Period”. Also, include any incurred costs that are paid in the invoice following the close of the “Covered Period.” Accelerated payments of premiums cannot be counted.

Employer 401(k)/pension contributions paid or incurred (do not include amounts deducted from employees’ paychecks because those amounts are picked up in gross wages). Accelerated contributions cannot be counted.

State/local unemployment insurance premiums during the “Covered Period.”

Compensation, subject to the limited amounts, to all owner-employees, self-employed individuals, and general partners whose compensation must be included on line 9 of Schedule A of the Form 3508.

Observation: You might choose to run preliminary numbers on the total spend of loan funds (considering any reductions) based only on payroll costs before gathering additional substantiation, especially if you are electing a 24-week covered period. Based on this preliminary calculation, gather only information sufficient to reach 100% forgiveness.

Jefferson Bank

Rent on real property or personal property paid for the “Covered Period” (Agreements had to be in place on February 15, 2020).

Interest on mortgages paid for the “Covered Period” (Must be in place on February 15, 2020).

Utilities paid for the “Covered Period” (Service had to be in place on February 15, 2020).

Electricity

Gas

Water

Telephone

Transportation utility fees imposed by state and local governments

Internet Access

Perform Your Loan Forgiveness Calculation

For Form 3508 filers, you will need to begin with the Schedule A worksheet.

If you are receiving assistance from your CPA firm or other advisor, work with them to complete the Schedule A worksheet and analyze your potential loan forgiveness amount before submitting your application through the portal.

Alternatively, the portal has a Schedule A worksheet tool for your convenience and that tool will populate the actual loan forgiveness Form 3508 for you on the portal. You can run preliminary calculations and edit as needed and save your information until you are ready to finalize and submit.

Once you are satisfied that you selected the most advantageous “Covered Period” and included and documented all your eligible expenses needed to maximize loan forgiveness amount, submit your application via the portal for review.

Jefferson Bank

Documents You Need to Submit to the Bank

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:

Third-party payroll service provider reports documenting the amount of gross compensation paid to employees or bank statements if there is no third-party reports.

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”:

- Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941), or reports for same from a third-party payroll service provider, **and**
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.

Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance.

Payment receipts, cancelled checks, ACH transfer confirmation, or retirement plan statements.

Full Time Employees:

For Form 3508 filers only, documentation showing one of these at the election of the Borrower:

The average number of FTE employees between February 15, 2019 and June 30, 2019;

The average number of FTE employees between January 1, 2020 and February 29, 2020; or

In the case of a seasonal employer, the average number of FTE employees for any consecutive twelve-week period between May 1, 2019 and September 15, 2019.

For Form 3508-EZ filers that file as a result of not reducing the number of employees between January 1, 2020 and the end of the “Covered Period”, documentation showing the average number of FTE employees between January 1, 2020 and the end of the “Covered Period.”

Jefferson Bank

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
either,

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 **either**,

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.

Jefferson Bank

Additional Documents Borrower Needs to Retain for 6 Years

If you **cannot** use Form 3508-EZ and therefore use Form 3508 you must retain PPP Schedule A Worksheet or its equivalent and the following:

Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 1, including the “Salary/Hourly Wage Reduction” calculation, if necessary.

Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 2; specifically, that each listed employee received during any single pay period in 2019 compensation at an annualized rate of more than \$100,000.

Documentation regarding any employee job offers and refusals, firings for cause, voluntary resignations, and written requests by any employee for reductions in work schedule.

Documentation supporting the PPP Schedule A Worksheet “FTE Reduction Safe Harbor.”

All records relating to your PPP loan, including:

Documentation submitted with its PPP loan application, documentation supporting the Borrower’s certifications as to the necessity of the loan request and its eligibility for a PPP loan.

Documentation necessary to support the Borrower’s loan forgiveness application, and

Documentation demonstrating the Borrower’s material compliance with PPP requirements.

You 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.

