

Applying for PPP Loan Forgiveness with First Financial Bank

Thank you for trusting First Financial Bank with your banking needs. The following information, forgiveness portal videos at www.bankatfirst.com and resources found on the US Treasury and SBA websites are designed to help you with the forgiveness process on your First or Second draw PPP loan.

The basic steps you will complete are as follows:

- 1) Login to the Forgiveness portal
- 2) Input application information
- 3) Review / confirm information that was input
- 4) Upload supporting documentation (if required)
- 5) Electronically complete the formal Forgiveness Application (sent separately via email, completed via DocuSign)

Before you Apply on the FFB Forgiveness Website:

- 1) Watch the Forgiveness Application video (will be clickable to video) to know what to expect and what materials you will need to gather. Make sure you have determined your covered period which is between 56 days (8 weeks) and 168 days (24 weeks). The forgiveness application will ask for this information.
- 2) **Have ALL applicable supporting documentation ready.** If you do not have all of your documents available yet, please **do not apply** for forgiveness until they are available. **Incomplete forgiveness applications are unable to be processed.**
- 3) **Have your business financials ready.** The Forgiveness application is designed to calculate the required calculations for you to simplify the process. However, you will need to have specific financial information for the eligible expenses you are claiming, broken into each eligible forgiveness category (payroll, utilities, rent and interest expenses, etc.). You will also need the number of employees both at the time of original loan application and at the time of the forgiveness application.
- 4) **Review this information as well as important information from the government. Go to www.bankatfirst.com and find the Paycheck Protection button on the opening screen.** This page provides some helpful resources including frequently asked questions, videos and links to the SBA and US Treasury websites. While our forgiveness website will walk you through the process, you may also want to consider downloading additional information from www.treasury.gov or www.sba.gov, including the application and instructions that best fit your situation. The available applications are as follows:
 - A) **The 3508S form** – this process is for loans of \$150,000 or less.

- B) **The 3508EZ form** – this is for loans above \$150,000 and the instructions have two scenarios where it can be used. We recommend reviewing these scenarios before you apply.
- C) **The 3508 long form** – this is for loans above \$150,000 who do not qualify for the EZ form. Anyone expecting to use this form should strongly consider completing it by hand before applying.

When you're ready to apply for Forgiveness:

You'll begin the application process by signing into the FFB Forgiveness portal. There are three ways to access the system:

- 1) Access the portal using the link provided in an email from digital@bankatfirst.com that you will receive in March. The link will be valid for 24 hours.
- 2) If you have accessed the portal previously, your access may still be active; and therefore, you will not receive an email. If this is the case, you can begin the application process using the Forgiveness Application button or the link in the next option.
- 3) Utilize the following link:

https://bankatfirst.force.com/onlineportal/nPortal_PortalLogin?core=es5.

[Watch this video](#) to assist you with common challenges signing into the portal. Please review and if you need further assistance, please contact your banker.

Using the Forgiveness Site:

Upon successfully signing in to the site, you will be taken to the main menu for your loan.

NOTE: If you are the contact for multiple borrowers, all loans should appear here. If all loans do not appear, please contact your banker.

The right side of the menu will have specific loan information including the **bank loan number**, which is needed for the application. It also has the link to the application and will show document upload slots needed after completing the application. **Special note: the upper right side of the menu has a profile button allowing you to adjust certain information about the forgiveness application contact information, including changing the email address.**

Steps for Submitting Your Application:

Note: The Forgiveness Application is not submitted until ALL of the steps below are completed in the order listed.

- 1) **Complete the application.** Click on the link in the lower right side of the menu to apply for forgiveness. The system is set up to walk you through step by step and will choose the appropriate loan application based on your responses to some qualifying questions. *Note: if your loan is over \$150,000 and you are prompted to answer the two scenarios to determine 3508EZ form eligibility, be sure to answer all of them with a “yes” or “no”.*

Leaving any questions blank will not allow the system to choose the proper application.

If you have your information ready, this process should go smoothly. **As you fill out the application, confirm that the information is accurate, and review the application before submitting.**

- 2) **Upload your supporting documents (as applicable).** When the application is completed, the system will return you to the main menu, there is a “to do” list on the left side of the menu for uploading documents. When the document upload slots appear, you can upload as many documents as needed into each slot for payroll, utilities, rent and interest expenses, etc. We recommend uploading each document type in one “pdf file” for efficiency. (NOTE: if you upload multiple files, each one will be captured in our system, but it may only show you the last one uploaded). Please be sure to upload ALL documents in one session to avoid any delays in processing the application. A list of acceptable supporting documents is below.
- 3) **Sign the application.** After completing steps 1 and 2, there is one final step to complete and that is electronically signing the application. The system uses **DocuSign** to do this, and you will be sent an email to the individual that was entered in Step 1 above to complete this process. **Do NOT complete this step before uploading documents as this may cause the upload slots to disappear.** If anything appears to be incorrect with the DocuSign application, please contact your banker for assistance.

Please Note: Once you confirm your application and upload any required supporting documents, you will want to watch your emails for notifications to complete the DocuSign process when requested or to check your dashboard for additional information. The bank will also notify you via email when the application is accepted and approved by the bank as well as once the SBA makes a final decision on the application.

What Happens Next?

Once the application has been completed, applicable supporting documents uploaded and electronically signed, a reviewer will be assigned to the Forgiveness request. If there are any questions or concerns about the application or corrections to be made before rendering a decision, you may be contacted by a banker to assist in clearing those items. You will also be sent status emails as the application is processed. Key notifications to expect are when the application is determined to be complete, when we have submitted the request to SBA for processing, when SBA renders a final decision and when final proceeds are received from SBA. Additional communication may be sent via email as needed to complete the Forgiveness process.

Acceptable Supporting Documents:

3508S:

For application 3508S, the only supporting documentation required is proof of revenue reduction if it was not supplied at loan application. You must retain other expense supporting documents in your own records. A document slot will be provided in order to upload the revenue reduction supporting documents.

3508EZ and 3508 Long Form:

For **applications 3508EZ or 3508(long form)**, these are the acceptable forms of **payroll documentation** per the application instructions provided by SBA and Treasury:

- Bank account statements or third-party payroll provider reports verifying the amount of cash compensation paid to employees.
- Tax forms for the periods that overlap the Covered Period or Alternative Covered Period:
 - o Payroll tax filings reported or to be reported to the IRS (typically Form 941)
 - o State quarterly business and individual employee wage reporting and unemployment tax filings reported or will be reported to the relevant state.
- Payment receipts, cancelled checks or account statements documenting the amount of employer contributions to employee health insurance and retirement plans that is included in the forgiveness amount requested.
- For borrowers using 3508 EZ only, documentation demonstrating the average number of full-time equivalent employees on payroll employed by the borrower on January 1, 2020 through the end of the Covered Period MAY be required if stating the borrower did not reduce the number of employees during this same period.

For **applications 3508EZ or 3508 (long form)**, these are the acceptable forms of **non-payroll documentation** per the application instructions provided by SBA and Treasury:

- 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 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: copies of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks or account statements

verifying those eligible payments, and documentation 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 COVID-19 guidance during the Covered Period.

Special Note: If using the long form 3508 application, there are additional documents required around FTE.

The above information can be found in the instructions published on www.treasury.gov or www.sba.gov for each application type.