



Federal Credit Union

SBA PPP LOAN FORGIVENESS APPLICATION INFORMATION GUIDE

SBA Form 3508S <u>\$150,000 or Less</u>	<u>\$150,000 or More</u> Determine which Forgiveness Application is needed by answering the questions on Page 5 of “PPP Loan Forgiveness Application Form 3508EZ Instructions for Borrowers”. If you (the Borrower) can check at least one of the three boxes on the “instructions” - use the SBA Form 3508EZ (3-page application); if not complete SBA Form 3508 (5-page application)	
	SBA Form 3508EZ	SBA Form 3508
Using 3-page Instructions: <ul style="list-style-type: none"> ➤ Complete <u>Page 1 of the SBA 3508S Application</u> ➤ Complete Page 1 - Initial Certifications, Sign/Date 	Using 4-page Instructions: <ul style="list-style-type: none"> ➤ Complete <u>Page 1 of the SBA 3508EZ Application</u> ➤ Complete Page 2 - Initial Certifications, Sign/Date 	Using 7-page Instructions: <ul style="list-style-type: none"> ➤ Complete <u>Page 4 of SBA 3508 Application Instructions for PPP Schedule A Worksheet</u> (on Pages 4) See example ➤ Complete <u>Page 3 of SBA 3508 Application – Instructions for PPP Schedule A</u> (on Page 3) ➤ Complete <u>Page 1 of SBA 3508 Application – Instructions for PPP Loan Forgiveness Calculation Form</u> (on Pages 1-2) ➤ Complete Page 2 - Initial Certifications, Sign/Date
<ul style="list-style-type: none"> ➤ Provide Demographic Information - Page 2 (Optional) 	<ul style="list-style-type: none"> ➤ Provide Demographic Information - Page 4 (Optional) 	<ul style="list-style-type: none"> ➤ Provide Demographic Information - Page 5 (Optional)
PAYROLL & NONPAYROLL SUPPORTING DOCUMENTS Refer to Instructions on Pages 3 - 6	PAYROLL & NONPAYROLL SUPPORTING DOCUMENTS Refer to Instructions on Pages 5 - 9	PAYROLL & NONPAYROLL SUPPORTING DOCUMENTS Refer to Instructions on Pages 6 - 13
<ul style="list-style-type: none"> ➤ Wages/Salary - Proof of payments paid by the company or Individual/Bank Statements/cancelled checks/third party payroll service reports/IRS form 940-941, etc. 	<ul style="list-style-type: none"> ➤ Wages/Salary - Proof of payments paid by the company or Individual/Bank Statements/cancelled checks/third party payroll service reports/IRS form 940-941, etc. 	<ul style="list-style-type: none"> ➤ Wages/Salary - Proof of payments paid by the company or Individual/Bank Statements/cancelled checks/third party payroll service reports/IRS form 940-941, etc.
<ul style="list-style-type: none"> ➤ Health Insurance - Proof of premiums paid by the company Payment Receipts/Cancelled checks 	<ul style="list-style-type: none"> ➤ Health Insurance - Proof of premiums paid by the company Payment Receipts/Cancelled checks 	<ul style="list-style-type: none"> ➤ Health Insurance - Proof of premiums paid by the company Payment Receipts/Cancelled checks
<ul style="list-style-type: none"> ➤ Employer Retirement Plan Funding - Proof of remittances to the plan administrator/Payment Receipts/Cancelled Checks and Statements 	<ul style="list-style-type: none"> ➤ Employer Retirement Plan Funding - Proof of remittances to the plan administrator/Payment Receipts/Cancelled Checks and Statements 	<ul style="list-style-type: none"> ➤ Employer Retirement Plan Funding - Proof of remittances to the plan administrator/Payment Receipts/Cancelled Checks and Statements
<ul style="list-style-type: none"> ➤ Business mortgage interest payments - Copy of statements/cancelled checks 	<ul style="list-style-type: none"> ➤ Business mortgage interest payments - Copy of statements/cancelled checks 	<ul style="list-style-type: none"> ➤ Business mortgage interest payments - Copy of statements/cancelled checks
<ul style="list-style-type: none"> ➤ Business rental/leases payments - Copy of current leases/bank Statements/cancelled checks 	<ul style="list-style-type: none"> ➤ Business rental/leases payments - Copy of current leases/bank Statements/cancelled checks 	<ul style="list-style-type: none"> ➤ Business rental/leases payments - Copy of current leases/bank Statements/cancelled checks
<ul style="list-style-type: none"> ➤ Business utility payments - Copy of invoices/statements/cancelled check 	<ul style="list-style-type: none"> ➤ Business utility payments - Copy of invoices/statements/cancelled check 	<ul style="list-style-type: none"> ➤ Business utility payments - Copy of invoices/statements/cancelled check
<ul style="list-style-type: none"> ➤ Full Time Employees or Equivalents (FTE) - Please retain documentation to support number of Employees for selected period, if applicable. 	<ul style="list-style-type: none"> ➤ Full Time Employees or Equivalents (FTE) - Please provide documentation to support number of Employees for selected period, if applicable. 	<ul style="list-style-type: none"> ➤ Full Time Employees or Equivalents (FTE) - Provide documentation to support number of Employees for selected period (Instructions on Page 6)