

Steps to Submit Your SBA PPP Forgiveness Application Online

Forgiveness Application Process

September 13, 2021

First Citizens Bank (FCB) has provided a customer portal for SBA-PPP borrowers to access through BOB Advantage®. The portal allows borrowers enrolled on this platform to complete, submit, and attest to the information on the [PPP Loan Forgiveness Application Form 3508 Revised July 30, 2021](#) or the [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#), as well as upload required documentation. We encourage you to use this platform to make the forgiveness application submission easier for you, secure and ensure a more timely processing experience. **You must use a separate loan forgiveness application form to apply for forgiveness of both a First and Second Draw PPP loan. The First Draw PPP loan forgiveness must be submitted before or simultaneously with the forgiveness application of the Second Draw PPP loan.** If you experience any challenges submitting your information through the BOB Advantage portal or aren't currently enrolled in BOB Advantage, please reach out to your local First Citizens Bank associate directly for further assistance.

The Bank's role is to complete a good faith review and certify the required documentation has been submitted with the application. It is the borrower's responsibility to provide accurate information and verify the accuracy of the calculation of the loan forgiveness amount and all other calculations on the forgiveness application form.

Disclaimer

First Citizens Bank cannot guarantee forgiveness of your PPP loan, and loan forgiveness is subject in all respects to the PPP regulations implemented from time to time. Forgiveness of the PPP loan is only available for amounts that are used for the limited purposes that qualify for forgiveness under the PPP regulations. Forgiveness of the PPP loan is not automatic, and you must request it. To obtain loan forgiveness, you will be required to provide documentation in accordance with the PPP regulations and attest that the amounts that you are requesting to be forgiven qualify under the PPP regulations. You will remain responsible under the PPP loan for any amounts of principal and interest that are not forgiven. First Citizens Bank will not apply for loan forgiveness for you, and you are responsible for understanding the PPP regulations applicable to loan forgiveness. You should consult with your own legal, accounting, and financial advisors when calculating your loan forgiveness amount and when applying for loan forgiveness.

Summary of Eligible Costs for Forgiveness

For a complete summary of eligible costs that can be submitted for forgiveness, please refer to the [PPP Loan Forgiveness Application Form 3508 Revised July 30, 2021](#) or [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#).

Using the EZ Forgiveness Application

Refer to the [PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021](#) for specific details on your eligibility to use the EZ Application. If you can check at least one of the 2 listed criteria below you may be able complete the EZ Forgiveness application. Otherwise you must complete the standard forgiveness application, Form 3508.

- ☐ Did not reduce the annual salary or hourly wages of any employee by more than 25% during the Covered Period, **and** did not reduce the number of employees or average paid hours of employees between January 1, 2020 and the end of the Covered Period.
- ☐ Did not reduce the annual salary or hourly wages of any employee by more than 25% during the Covered Period **and** was unable to operate during the Covered Period at the same level of business activity as before February 15, 2020 due to compliance requirements established or guidance issued between March 1, 2020 and December 31, 2020 by certain federal agencies.

Required Documentation for the EZ Application

Submission of the following documentation will be required for the EZ Forgiveness application, regardless of the delivery method used:

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1. Completed SBA Paycheck Protection Program Loan EZ Forgiveness Application to include:
 - a. The PPP Loan Forgiveness Calculation Form 3508 EZ
 - b. Certification with signature
2. **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period beginning with your disbursement date consisting of **each** of the following:
 - a. If using third-party payroll service provider reports documenting the amount of cash compensation paid to employees, no other payroll documentation needed.
 - b. If using an internal payroll report, then Bank account statements documenting the amount of cash compensation paid to employees; **and**
 - c. Tax forms for the periods that overlap with the 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.
 - d. 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.
 - e. 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.
3. **Non payroll:** For categories a-c, documentation verifying existence of the obligations/services prior to February 15, 2020 and, for all categories, 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. May include transportation utility fees assessed by state and local governments. Payments of these fees by the borrower is eligible for loan forgiveness.
 - d. 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.
 - e. Covered property damage costs: 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 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.
 - f. 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.
 - g. 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 applicable COVID-19 guidance during the Covered Period.

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Required Documentation for the Standard Application

Submission of the following documentation will be required for the standard forgiveness application, regardless of the delivery method used:

1. Completed SBA Paycheck Protection Program Loan Forgiveness Application to include:
 - a. The PPP Loan Forgiveness Calculation Form 3508
 - b. Schedule A
 - c. Certification with signature
 - d. Schedule A worksheet is not required but should be provided if your local First Citizens Bank Associate is to enter the application for you.
2. **Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period beginning with your disbursement date consisting of **each** of the following:
 - a. If using third-party payroll service provider reports documenting the amount of cash compensation paid to employees, no other payroll documentation needed.
 - b. If using an internal payroll report, then Bank account statements documenting the amount of cash compensation paid to employees; **and**
 - c. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the 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.
 - d. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
3. **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 twelve-week period between February 15, 2019 and February 15, 2020.

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.

4. **Non payroll:** For categories a-c, 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.

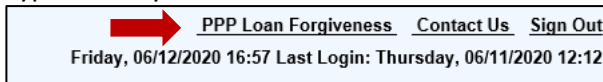
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- c. Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments. May include transportation utility fees assessed by state and local governments. Payments of these fees by the borrower is eligible for loan forgiveness.
- d. 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.
- e. Covered property damage costs: 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 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.
- f. 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.
- g. 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 applicable COVID-19 guidance during the Covered Period.

Business Online Banking Advantage (BOB Advantage)

If you have questions while submitting your forgiveness application, please contact your local First Citizens Bank Associate for assistance.

On the landing page of your BOB account, in the upper right hand corner, click on the [PPP Loan Forgiveness](#) hyperlink. If you have an SBA-PPP loan in the name under this account, you will see this link.



Important Note: You will not see the PPP Loan Forgiveness selection if:

- Your BOB account is in your individual name, but your SBA PPP loan was submitted in the name of your business.
- Your BOB account is in the name of one business, but you use it for multiple business entities, and you submitted other SBA PPP loan applications under your related entity names.

In either instance, you will need to submit your application through your [local First Citizens Bank Associate](#). Please follow those instructions.

Step 1

- Review your supporting documentation and calculations to ensure they are complete and accurate before entering the data here. The fields and flow will mirror the application format.

Step 2

- Read the SBA PPP Forgiveness Disclaimer and click the **acknowledge** button to confirm agreement.

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PPP Loan Forgiveness

DISCLAIMERS AND ACKNOWLEDGMENTS

BY SUBMITTING ITS LOAN FORGIVENESS APPLICATION THE BORROWER ("YOU" OR "IT") CONFIRMS THAT IT HAS READ AND AGREES TO THESE DISCLAIMERS AND ACKNOWLEDGMENTS.

First-Citizens Bank & Trust Company ("First Citizens") cannot guarantee forgiveness of all or any amount of your Paycheck Protection Program ("PPP") loan. PPP loan forgiveness is subject in all respects to the U.S. Small Business Administration ("SBA") Loan Forgiveness Application including SBA Form 3508S, SBA Form 3508EZ or SBA Form 3508 (the form applicable to you, the "LFA"), the CARES Act, the Paycheck Protection Program Flexibility Act, the Economic Aid Act and the PPP regulations, rules and guidance implemented from time to time, including without limitation any applicable Interim Final Rules, by the SBA or the Department of the Treasury (collectively, the "PPP Regulations"). The LFA and PPP Regulations are subject to change and uncertainty as to application.

Forgiveness of your PPP loan is not automatic, and you must request it by following the procedures established by First Citizens and the SBA. First Citizens will not process or decision any part of your LFA unless and until you have provided First Citizens all information and documentation required by the LFA and PPP Regulations or otherwise requested by First Citizens. You are solely responsible for (i) determining whether you are eligible to use the LFA and (ii) ensuring that you comply in all respects with the LFA and all PPP Regulations. By completing and submitting your LFA, you certify to First Citizens that you satisfy the eligibility requirements for use of such LFA as set forth in the instructions thereto and the PPP Regulations.

First Citizens is not advising you on your eligibility to use the LFA, the PPP Regulations or PPP loan forgiveness. You should consult with your own legal, accounting and financial advisors on these matters. You are solely responsible for reviewing the LFA in its entirety (including any instructions, worksheets, schedules and requirements therein), calculating your eligible forgiveness amount, completing and confirming that all aspects of your LFA (including, if applicable, the PPP Schedule A Worksheet and all supporting information and documentation) are true and correct in all respects, complying with any further procedures required by First Citizens or the SBA, providing all supporting information and documentation required or requested in connection with your LFA, and retaining all documentation as required by the LFA for the period of time set forth therein.

Step 3

- Review the **Business Legal Name, Address, Tax ID**, and loan information section on the **Loan Information** screen to ensure it is correct and matches the information on the SBA PPP Loan requesting forgiveness. Complete any required blank fields.

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Business Legal Name and Address Test Company, Inc.
101 Test Street
Any Town, USA 11111

DBA or Tradename, if applicable

Primary Contact* John Test

E-mail Address* John.Test@gmail.com

Business Phone 512326

Business TIN (EIN, SSN) 74288

SBA PPP Loan Number 52955

Lender PPP Loan Number 52955

PPP Loan Disbursement Date 05/06/2020

PPP Loan Amount \$352200.00

Required fields are noted with an asterisk.
Tab from field to field to input data.

Step 4

- PPP 3508EZ Determination
 - Review the 2 requirements displayed on the screen.
 - If one of the requirements applies to you, place a check in the preceding box
 - If you can select at least one of the requirements, you will be presented with the EZ application to complete.
 - If you cannot select one of the 2 requirements, you will be required to complete the standard application. [Click this link to skip to page 8 to find the standard form instructions.](#)
 - Click **Next** to proceed to the appropriate application.

PPP 3508EZ Determination

The Borrower can apply for forgiveness of your Paycheck Protection Program (PPP) loan using SBA 3508EZ if at least one of the two boxes can be checked below.

☐ The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (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 (or, for a PPP loan made after December 27, 2020, the last day of the Covered Period).
- 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.

☐ The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period compared to the most recent full quarter before the Covered Period. (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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period) 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.

If you have checked at least one of the two boxes above, SBA Form 3508EZ will be used to apply for forgiveness of your PPP loan. If you have not checked any of the boxes above, you cannot use SBA Form 3508EZ and will apply for forgiveness of your PPP loan using SBA Form 3508.

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SBA Form 3508EZ

Step 1

- Under the **Forgiveness Questions**:
 - Defaults to **First Draw PP Loan**, if the loan was a first draw. Defaults to Second Draw PPP Loan, if this is for a second draw request.
 - Complete the number of **Employees at Time of Application** and the number of **Employees at Time of Forgiveness Application** fields.
 - **Covered Period From Date**: This date defaults to the date your funds were originally disbursed. Do Not Change this date.
 - **Covered Period To Date**: Enter the end date (between the 8 to 24 weeks) that the Forgivable Expenses were paid or incurred.

Step 2

- If your loan or the total of your loan combined with affiliated entities was in excess of \$2 million, check the corresponding box.

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

Step 3

- Complete the **Forgiveness Calculation** section for the following fields:
 - **Total payroll costs** paid or incurred during the covered period.
 - **Nonpayroll Costs**, if applicable (Business Mortgage Interest Payments, Business Rent or Lease Payments, Business Utility Payments, Covered Operating Expenses, Covered Property Damage Costs, Covered Supplier Costs and Covered Worker Protection Expenses).
 - **Potential Forgiveness Amounts**. These fields auto populate based on the data entered previously.
 - **Final Forgiveness Amount**. This field auto populates based on the data entered previously.

Step 4

- Upload all required documents as outlined on the SBA PPP Forgiveness Application to support the applicable data entered in the previous fields. Only one document per document type can be uploaded. If you have multiple documents supporting the selected category, scan them into one document to upload. If no documents are uploaded at all, BOB will not submit your application. If any required documentation is not uploaded or calculations are incorrect your forgiveness application will not be processed until the documentation is received or calculation errors corrected.

Upload Documents
Review the application checklist to ensure the required documents are uploaded.
*At least one document type is required. If you have multiple documents for a specific type, please combine them into one file prior to uploading.

Document Type	Upload
Payroll Costs If you do your own payroll, all three documents are required: <ul style="list-style-type: none"> • Bank Statements -AND- • Federal Payroll Tax Form (941) for each quarter in Covered Period -AND- • State Employment Tax Forms for each quarter in Covered Period If you utilize a third party payroll provider: <ul style="list-style-type: none"> • Third party payroll provider report - Provider's logo/company name must show on report 	<input type="button" value="Choose File"/> No file chosen
Non-Payroll Costs Refer to above application checklist for the non-payroll eligible expenses and supporting documentation to submit.	
Mortgage Interest	<input type="button" value="Choose File"/> No file chosen
Rent	<input type="button" value="Choose File"/> No file chosen
Utilities	<input type="button" value="Choose File"/> No file chosen
FTE Documentation	<input type="button" value="Choose File"/> No file chosen
Other	<input type="button" value="Choose File"/> No file chosen

Important: The BOB Platform allows for a total of 20 MB for uploaded files.

If your documents are larger than 20 MB, upload as many files as you can to not exceed the limit and submit your application. Secure email the remaining files to your FCB Associate, who will assist in uploading the documents to your application once we receive it.

- Click the **Next** button to proceed.
- If you click the **Back** button you return to the **Loan Information** screen and all your data entered is saved.
- If you click the **Cancel** button the application is closed, and the data entered is not saved.

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Step 5

- Optional-Complete the **SBA PPP Borrower Demographic Information** section for each of the Borrower's Principals. Allows up to 5 Principals.

Borrower 1	
Principal Name	<input type="text"/>
Position	<input type="text"/>
Veteran	<input type="radio"/> Non-Veteran <input type="radio"/> Veteran <input type="radio"/> Service-Disabled Veteran <input type="radio"/> Spouse of Veteran <input type="radio"/> Not Disclosed
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Disclosed
Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Disclosed
Ethnicity	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Not Disclosed

- Click the **Next** button to proceed.
- If you click the **Back** button you return to the **Forgiveness Calculation** screen and all your data entered is saved.
- If you click the **Cancel** button the application is closed, and the data entered is not saved.

Step 6

- Complete the Certification section by entering your initials in the preceding boxes of first 9 statements.
- Then certify by entering your initials in one of the boxes preceding the bottom two statements.
- Sign, enter your title, and date at the bottom to complete the certification.

PPP Loan Forgiveness	
By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:	
The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.	
The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan): • 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); • includes payroll costs equal to at least 60% of the forgiveness amount; and • 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.	<input type="text"/>
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.	<input type="text"/>
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.	<input type="text"/>
The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.	<input type="text"/>
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.	<input type="text"/>
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.	<input type="text"/>
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 thirty years and/or a fine of not more than \$1,000,000.	<input type="text"/>
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.	<input type="text"/>
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.	
In addition, the Authorized Representative of the Borrower must certify by initialing at least ONE of the following two items:	
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 (or, for a PPP loan made after December 27, 2020, before the last day of the Covered Period), and reductions in an employee's hours that a borrower offered to restore and were refused).	<input type="text"/>
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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued before the last day of the Covered Period), 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.	<input type="text"/>
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.	
Signature of Authorized Representative of Borrower (Please Type Full Name)	<input type="text"/>
Date	<input type="text"/>
Print Name	<input type="text"/>
Title	<input type="text"/>
By clicking "Submit" you certify that the information provided herein is true and accurate and acknowledge and agree that such information will be used to generate your loan forgiveness application. You further acknowledge that by typing your name in the signature block above you are electronically signing the document as of the date provided next to such signature block.	
<input type="button" value="CANCEL"/> <input type="button" value="BACK"/> <input type="button" value="SUBMIT"/>	

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- Click the **Submit** button if you have completed all the required fields.
- If any required fields were left blank when you click **Submit** you will receive an error message on the top of the page of the missing information.

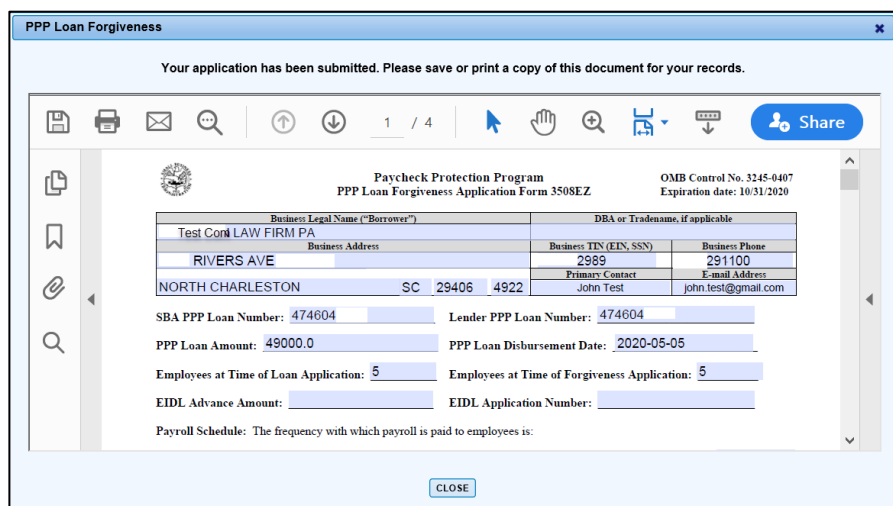
PPP Loan Forgiveness

Please correct the errors marked in red.

Warning: Once you click the **Submit** button and the application routes successfully you will not be able to access the application again to make any edits. Contact your local First Citizens Bank Associate if you need to make corrections.

Step 9

- If your submission was successful, you will receive a message and a PDF version of the application you completed in BOB. **Save** or **Print** a PDF version of the completed fields and attestation and keep for your records.



PPP Loan Forgiveness

Your application has been submitted. Please save or print a copy of this document for your records.

Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ

OMB Control No. 3245-0407
Expiration date: 10/31/2020

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Test Cont LAW FIRM PA			
Business Address		Business TIN (EIN, SSN)	Business Phone
RIVERS AVE		2989	291100
NORTH CHARLESTON SC 29406 4922		Primary Contact	E-mail Address
		John Test	john.test@gmail.com

SBA PPP Loan Number: 474604 Lender PPP Loan Number: 474604

PPP Loan Amount: 49000.0 PPP Loan Disbursement Date: 2020-05-05

Employees at Time of Loan Application: 5 Employees at Time of Forgiveness Application: 5

EIDL Advance Amount: EIDL Application Number:

Payroll Schedule: The frequency with which payroll is paid to employees is:

CLOSE

- Click the **Close** button to end the application and return to the BOB landing page.

Timeline

- Upon receipt of a completed application, FCB has 60 days to submit your application to SBA.
- SBA has 90 days from the date of receipt of the application from FCB to render a decision and remit the appropriate forgiveness amount, plus any accrued interest.
- You will receive notice via email from us regarding the final disposition of your forgiveness application and, if applicable, related next steps once we receive the final decision from the SBA.

SBA Standard Form 3508 Application

Step 1

- Using the data you completed on the PPP Schedule A Worksheet:
 - Complete Table 1 & 2 Totals.
 - Complete the Non-Cash Compensation Payroll Costs during the Covered Period
 - Complete the Compensation to Owners field
 - Total Payroll Costs field will auto calculate based on the entries in the previous fields.
 - Review to see if you can satisfy one of the 3 criteria listed to skip the FTE Reduction Calculation fields first. If you cannot satisfy one of the criteria, complete the Full-Time Equivalency (FTE) Reduction Calculation fields.

Steps to Submit Your SBA PPP Forgiveness Application Online

Full-Time Equivalency (FTE) Reduction Calculation

If you satisfy **any** of the following three criteria, check the appropriate box, skip lines 11 and 12, and enter 1.0 on line 13; otherwise, complete lines 11, 12, and 13:

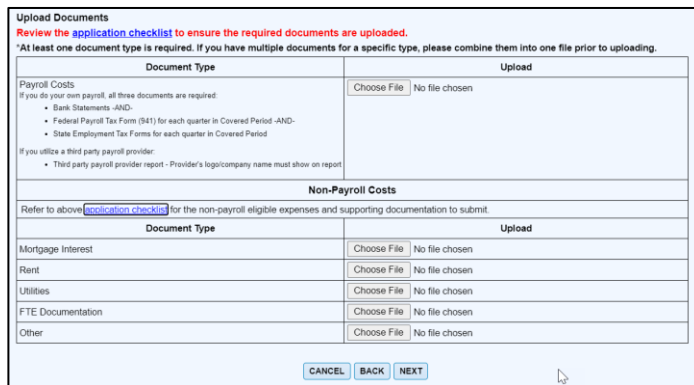
No reduction in employees or average paid hours: If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here ☒.

FTE Reduction Safe Harbor 1: If you were 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 for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19, check here ☐.

FTE Reduction Safe Harbor 2: If you satisfy FTE Reduction Safe Harbor 2 (see PPP Schedule A Worksheet), check here ☐.

Step 2

- Upload all required documents as outlined on the SBA PPP Forgiveness Application to support the applicable data entered in the previous fields. Only one document per document type can be uploaded. If you have multiple documents supporting the selected category, scan them into one document to upload. If no documents are uploaded at all, BOB will not submit your application. If any required documentation is not uploaded or calculations are incorrect your forgiveness application will not be processed until the documentation is received or calculation errors corrected.



Important: The BOB Platform allows for a total of 20 MB for uploaded files.

If your documents are larger than 20 MB, upload as many files as you can to not exceed the limit and submit your application. Secure email the remaining files to your FCB Associate, who will assist in uploading the documents to your application once we receive it.

- Click the **Next** button to proceed.
- If you click the **Back** button you return to the **Loan Information** screen and all your data entered is saved.
- If you click the **Cancel** button the application is closed, and the data entered is not saved.

Step 3

- Complete the **number of employees at time of application** and the **number of employees at time of forgiveness application** fields.

Step 4

- Under the **Forgiveness Questions**:
 - Defaults to **First Draw PP Loan**, if the loan was a first draw. Defaults to Second Draw PPP Loan, if this is for a second draw request.
 - Complete the number of **Employees at Time of Application** and the number of **Employees at Time of Forgiveness Application** fields.
 - **Covered Period From Date**: This date defaults to the date your funds were originally disbursed. Do Not Change this date.
 - **Covered Period To Date**: Enter the end date (between the 8 to 24 weeks) that the Forgivable Expenses were paid or incurred.

Steps to Submit Your SBA PPP Forgiveness Application Online

Step 5

- If your loan or the total of your loan combined with affiliated entities was in excess of \$2 million, check the corresponding box.

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here: ☐

Step 6

- Complete the **Forgiveness Calculation** section for the following fields:
 - **Total payroll costs** paid or incurred during the covered period.
 - **Nonpayroll Costs**, if applicable (Business Mortgage Interest Payments, Business Rent or Lease Payments, Business Utility Payments, Covered Operating Expenses, Covered Property Damage Costs, Covered Supplier Costs and Covered Worker Protection Expenses).
 - **Potential Forgiveness Amounts**. These fields auto populate based on the data entered previously.
 - **Final Forgiveness Amount**. This field auto populates based on the data entered previously.

Step 7

- Optional-Complete the **SBA PPP Borrower Demographic Information** section for each of the Borrower's Principals. Allows up to 5 Principals.

Borrower 1	
Principal Name	<input type="text"/>
Position	<input type="text"/>
Veteran	<input type="radio"/> Non-Veteran <input type="radio"/> Veteran <input type="radio"/> Service-Disabled Veteran <input type="radio"/> Spouse of Veteran <input type="radio"/> Not Disclosed
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Disclosed
Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not Disclosed
Ethnicity	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Not Disclosed

Step 9

- Complete the Certification section by entering your initials next to each statement, sign and date.

PPP Loan Forgiveness	
By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:	
The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.	
The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan): • 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); • includes all applicable reductions due to decreases in the number of full-time equivalent employees and salary/hourly wage reductions; • includes payroll costs equal to at least 60% of the forgiveness amount; and • 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 \$20,633 per individual in total across all businesses.	<input type="text"/>
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.	<input type="text"/>
The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.	<input type="text"/>
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.	<input type="text"/>
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.	<input type="text"/>
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 3271 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 18 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 five years and/or a fine of not more than \$1,000,000.	<input type="text"/>
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.	<input type="text"/>
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.	<input type="text"/>
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.	<input type="text"/>
If the Borrower has checked the box for FTE Reduction Safe Harbor 1 on PPP Schedule A, 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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued between March 1, 2020 and the last day of the Covered Period), 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.	<input type="text"/>
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.	
Signature of Authorized Representative of Borrower (Please Type Full Name)	<input type="text" value="John Test"/>
Date	<input type="text" value="03/03/2021"/>
Print Name	<input type="text" value="John Test"/>
Title	<input type="text" value="President"/>
By clicking "Submit" you certify that the information provided herein is true and accurate and acknowledge and agree that such information will be used to generate your loan forgiveness application. You further acknowledge that by typing your name in the signature block above you are electronically signing the document as of the date provided next to such signature block.	
<input type="button" value="CANCEL"/> <input type="button" value="BACK"/> <input type="button" value="SUBMIT"/>	

- Click the **Submit** button if you have completed all the required fields.

Steps to Submit Your SBA PPP Forgiveness Application Online

- If any required fields were left blank when you click **Submit** you will receive an error message on the top of the page of the missing information.

PPP Loan Forgiveness

Please correct the errors marked in red.


Warning: Once you click the **Submit** button and the application routes successfully you will not be able to access the application again to make any edits. Contact your local First Citizens Bank Associate if you need to make corrections.


Step 10


- If your submission was successful, you will receive a message and a PDF version of the application you completed in BOB. Save or Print a PDF version of the completed fields and attestation and keep for your records.

PPP Loan Forgiveness

Your application has been submitted. Please save or print a copy of this document for your records.


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Share



Paycheck Protection Program
Loan Forgiveness Application Revised June 16, 2020

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

PPP Loan Forgiveness Calculation Form

Business Legal Name ("Borrower")				DBA or Tradename, if applicable	
Test Company				P.A.	
Business Address				Business TIN (EIN, SSN)	Business Phone
CHATHAM ST				9945	20967
APEX NC 27502 1415				Primary Contact	E-mail Address
				John Test	john.test@gmail.com

SBA PPP Loan Number: 274790 Lender PPP Loan Number: 274790

PPP Loan Amount: 280200.0 PPP Loan Disbursement Date: 2020-05-04

Employees at Time of Loan Application: 30 Employees at Time of Forgiveness Application: 30

8.50 x 11.00 In Invoice Amount: EIDL Application Number:

CLOSE

- Click the **Close** button to end the application and return to the BOB landing page.

Timeline

- Upon receipt of a completed application, FCB has 60 days to review your application and issue a decision to the SBA.
- The SBA then has 90 days to render a final decision and remit the appropriate forgiveness amount, plus any accrued interest.
- You will receive notice via email from us regarding the final disposition of your forgiveness application and, if applicable, related next steps once we receive the final decision from the SBA.