




Forgiveness Application Borrower Checklist

STEPS TO COMPLETE FORGIVENESS APPLICATION:

- 1) Click on the Client Portal Link provided to you by your lender
- 2) Create a PIN that you will need to use in the future to access your forgiveness application
 - a) This PIN will need to be between 6-12 characters. It can include numbers, letters, and special characters.
- 3)  **HINT: If you would like to find more information about any fields in the app, utilize the tool tip icon by clicking directly on the available question mark icon beside the corresponding field.**
- 4) Complete Form Eligibility Section
 - a) Check the box beside any of the eligibility options that correspond to your application
 - b) Click Save
 - c) The forms you are eligible for will be shown in blue. Select which form you would like to use. (If you have already started the 3508 or 3508EZ and are now eligible for the 3508S, you can switch forms easily by using the toggle)

(Each of the form options will have different fields and required information. If you selected form **3508**, continue to **Section I**. If you selected form **3508EZ**, continue to **Section II**. If you selected form **3508S** continue to **Section III**.)

Section I. (Form 3508 Completion)

- 1) Complete the Business Information Section
 - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact your lender to update.
 - b) Fill in and answer required fields
 - c) Select Yes or No if you would like to provide demographic information about your principals (voluntary)
 - i) If Yes is selected, a new section will open that will allow you to identify for each principal and disclosures for each principal
 - d) Under Employment Information answer the required fields
 - e) Select Yes or No if you are a seasonal employer using your own reference period
 - i) If Yes is selected, enter the date that your seasonal, twelve-week period began in 2019
 - f) If the loan was disbursed before 6/5, chose which duration you would like to use for your cover period (8 weeks or 24 weeks). Loans disbursed after 6/5 will default to 24 weeks.
 - g) In the Payroll Information section select the frequency with which payroll is paid to employees
- 2) Complete the Loan Information Section
 - a) Enter relevant EIDL information
- 3) Complete Owner Compensation Section (if Applicable)
 - a) Add an Owner

www.KatahdinTrust.com/PPP

MEMBER FDIC  EQUAL HOUSING LENDER

- b) Enter Ownership Percentage
 - c) Enter 2020 Compensation (Annualized)
 - d) Enter Amount Paid During Covered Period
 - e) Upload Required Documents
 - i) Click the upload documents button
 - ii) Check the boxes beside the fields you would like to relate to each document to
 - iii) Drag and drop file or click to upload
 - iv) Click upload at the bottom of the page
 - v) Repeat this process for each document
- 4) Complete Schedule A
- a) Option (1) Download the Excel Worksheet
 - b) Fill out and Upload Excel Worksheet based using instructions provided on worksheet
 - c) Option (2) If calculations have already been made, numbers can be plugged directly into the corresponding fields without the need for the excel sheet
 - d) Upload Required Documents
 - i) Click the upload documents button
 - ii) Check the boxes beside the fields you would like to relate each document to
 - iii) Drag and drop file or click to upload
 - iv) Click upload at the bottom of the page
 - v) Repeat this process for each document
- 5) Complete the FTE Reductions Section
- a) Review information uploaded from the Schedule A worksheet
 - b) Upload Required Documents
- 6) Complete Nonpayroll Costs Section
- a) Enter any relevant nonpayroll line items in the table
 - b) Upload Required Documents
- 7) Review Calculate Forgiveness Section
- 8) Upload Any Additional Documents
- 9) Submit
- a) Select an Authorized representative of Borrower
 - b) Select from individuals related to the application on the related people tab
 - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - d) Verify or enter the email of the authorized signer in the email box
 - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for Esignature button
 - f) If prompted, review and complete any of the missing required fields
- 10) Esign 3508 Application through received signature request email

Section II. (Form 3508EZ Completion)

- 1) Complete the Business Information Section
 - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact your lender to update.
 - b) Fill in and answer required fields

www.KatahdinTrust.com/PPP

MEMBER FDIC  EQUAL HOUSING LENDER

- c) Select Yes or No if you would like to provide demographic information about your principals (voluntary)
 - i) If Yes is selected, a new section will open that will allow you to identify for each principal and disclosures for each principal
 - d) Under Employment Information answer the required fields
 - e) Select Yes or No if you are a seasonal employer using your own reference period
 - i) If Yes is selected, enter the date that your seasonal, twelve-week period began in 2019
 - f) If the loan was disbursed before 6/5, chose which duration you would like to use for your cover period (8 weeks or 24 weeks). Loans disbursed after 6/5 will default to 24 weeks.
 - g) In the Payroll Information section select the frequency with which payroll is paid to employees
- 2) Complete the Loan Information Section
 - a) Enter relevant EIDL information
 - 3) Complete Owner Compensation Section (if Applicable)
 - a) Add an Owner
 - b) Enter Ownership Percentage
 - c) Enter 2020 Compensation (Annualized)
 - d) Enter Amount Paid During Covered Period
 - e) Upload Required Documents
 - i) Click the upload documents button
 - ii) Check the boxes beside the fields you would like to relate to each document to
 - iii) Drag and drop file or click to upload
 - iv) Click upload at the bottom of the page
 - v) Repeat this process for each document
 - 4) Complete Employee Compensation
 - a) Enter relevant employee compensation information
 - b) Upload Required Documents
 - i) Click the upload documents button
 - ii) Check the boxes beside the fields you would like to relate to each document to
 - iii) Drag and drop file or click to upload
 - iv) Click upload at the bottom of the page
 - v) Repeat this process for each document
 - 5) Complete Nonpayroll Costs Section
 - a) Enter any relevant nonpayroll line items in the table
 - b) Upload Required Documents
 - 6) Review Calculate Forgiveness Section
 - 7) Upload Any Additional Documents
 - 8) Submit
 - a) Select an Authorized representative of Borrower
 - b) Select from individuals related to the application on the related people tab
 - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - d) Verify or enter the email of the authorized signer in the email box
 - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for Esignature button
 - f) If prompted, review and complete any of the missing required fields
 - 9) Esign 3508 EZ Application through received signature request email

Section III. (Form 3508S Completion)

- 1) Complete the Business Information Section
 - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact your lender to update.
 - b) Fill in and answer required fields
 - c) Select Yes or No if you would like to provide demographic information about your principals (voluntary)
 - i) If Yes is selected, a new section will open that will allow you to identify for each principal and disclosures for each principal
 - d) Under Employment Information answer the required fields.
- 2) Complete the Loan Information Section
 - a) Enter relevant EIDL information
- 3) Complete the Forgiveness Amount Section
 - a) Enter Borrower Calculated Forgiveness Amount
- 4) Upload Required Documents

 (Click on the tool tip icons for additional information on required documentation)

- a) Click the upload documents button
 - b) Check the boxes beside the fields you would like to relate to each document to
 - c) Drag and drop file or click to upload
 - d) Click upload at the bottom of the page
 - e) Repeat this process for each document
- 5) Submit
 - a) Select an Authorized representative of Borrower
 - b) Select from individuals related to the application on the related people tab
 - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - d) Verify or enter the email of the authorized signer in the email box
 - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for Esignature button
 - f) If prompted, review and complete any of the missing required fields
- 6) Esign 3508S Application through received signature request email

www.KatahdinTrust.com/PPP

MEMBER FDIC  EQUAL HOUSING LENDER