



Forgiveness Application Checklist

PROCESS (Click on a link to jump to that section)

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ACCESSING THE 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, and can include numbers, letters, and special characters
 - b) Remember your pin – you'll need it each time you access this link to your forgiveness application
- 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.)**

SELECTING A FORM 3508 VERSION

- 4) Select the appropriate Form 3508 version from the tabs at the top of the page
 - a) The form(s) you are eligible for will be shown in blue
 - b) If your loan was \$150,000 or less, the application will default to the Form 3508S and you'll see the following

YOU ARE ELIGIBLE TO COMPLETE FORM 3508S

CLICK THE BUTTON BELOW TO SELECT YOUR FORM

message above the form selection tabs:

- c) If your loan was over \$150,000, review eligibility for the Form 3508EZ; if you can check either of the two boxes, select the Form 3508EZ
 - i) Checkbox option: no reductions to wages/salaries or FTE (please read full text on application)
 - ii) Checkbox option: no reductions to wages/salaries but unable to operate (please read full text on application)
- d) If your loan was over \$150,000 and you cannot check either box for the Form 3508EZ, select the form 3508
- e) Click Save
- f) 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. Click on the link to continue to the form you selected: Form [3508](#), Form [3508EZ](#), Form [3508S](#))

[**www.KatahdinTrust.com/PPP**](http://www.KatahdinTrust.com/PPP)

MEMBER FDIC  EQUAL HOUSING LENDER

COMPLETING FORM 3508

- 1) Complete the Business Information Section
 - a) Verify the information in each field
 - i) If anything in a locked gray field needs to be edited, please contact your lender to request a correction
 - b) Fill in and required fields, which are noted with an asterisk throughout the application
 - c) Choose whether 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
 - ii) Please note that your decision to provide demographic information or not as well as any responses you provide in the demographic section will not affect forgiveness in any way
 - d) Fill in required Employment Information fields
 - e) Select a starting and ending date for the covered period of the loan
 - i) The starting date will autofill based off the loan disbursement date
 - ii) The ending date will default to 24 weeks after the starting date, but can be adjusted to any length from 8 to 24 weeks
- 2) Verify the Loan Information Section
- 3) If any owners were compensated during the covered period, complete the Owner Compensation Section
 - a) Add an Owner
 - b) Enter Ownership Percentage
 - c) Enter 2019 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) If Schedule A calculations have not yet been made, download the Schedule A Worksheet
 - i) Fill out and Upload Excel Worksheet based using instructions provided on worksheet
 - b) If Schedule A calculations have already been made, enter values directly into the corresponding fields without use of the Schedule A Worksheet
 - c) Upload Required Documents
- 5) Complete the FTE Reductions Section
 - a) Enter the FTE Reference Period and Review the FTE Reduction Safe Harbor fields
 - i) If Safe Harbor requirements are met, a message will display in green text at the bottom of the section
 - b) Upload Required Documents (Payroll tax filings)
- 6) Complete Nonpayroll Costs Section
 - a) Enter any relevant nonpayroll line items in the table
 - i) Select the date of the cost
 - ii) Select a category
 - iii) Enter the amount
 - iv) Optionally, enter a description
 - b) Upload Required Documentation for each nonpayroll cost

- 7) Review Calculate Forgiveness Section
 - a) This section summarizes the values listed above and shows how the forgiveness amount is calculated
- 8) Upload Any Additional Documents
 - a) Confirm that you've uploaded all required documents in the previous sections; if you're not sure where one goes, upload it here
- 9) Submit
 - a) Select an Authorized representative of Borrower
 - i) Select from individuals related to the application on the related people tab; or
 - ii) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - b) Verify or enter the email of the authorized signer in the email box
 - c) Click Submit or (if applicable) Submit and Send Email for E-signature
 - d) If prompted, review and complete any of the missing required fields
- 10) E-sign Forgiveness Application
 - a) After the lender has reviewed your application, the authorized signer will receive a signature request via email
 - b) Sign application to complete the process

COMPLETING FORM 3508EZ

- 1) Complete the Business Information Section
 - a) Verify the information in each field
 - i) If anything in a locked gray field needs to be edited, please contact your lender to request a correction
 - b) Fill in and required fields, which are noted with an asterisk throughout the application
 - c) Choose whether 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
 - ii) Please note that your decision to provide demographic information or not as well as any responses you provide in the demographic section will not affect forgiveness in any way
 - d) Fill in required Employment Information fields
 - e) Select a starting and ending date for the covered period of the loan
 - i) The starting date will autofill based off the loan disbursement date
 - ii) The ending date will default to 24 weeks after the starting date, but can be adjusted to any length from 8 to 24 weeks
- 2) Verify the Loan Information Section
- 3) If any owners were compensated during the covered period, complete the Owner Compensation Section
 - a) Add an Owner
 - b) Enter Ownership Percentage
 - c) Enter 2019 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
- 5) Complete Nonpayroll Costs Section
 - a) Enter any relevant nonpayroll line items in the table
 - b) Upload Required Documents
- 6) Review Calculate Forgiveness Section
 - a) This section summarizes the values listed above and shows how the forgiveness amount is calculated
- 7) Upload Any Additional Documents
 - a) Confirm that you've uploaded all required documents in the previous sections; if you're not sure where one goes, upload it here
- 8) Submit
 - a) Select an Authorized representative of Borrower
 - i) Select from individuals related to the application on the related people tab; or
 - ii) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - b) Verify or enter the email of the authorized signer in the email box
 - c) Click Submit or (if applicable) Submit and Send Email for E-signature
 - d) If prompted, review and complete any of the missing required fields
- 9) E-sign Forgiveness Application
 - a) After the lender has reviewed your application, the authorized signer will receive a signature request via email
 - b) Sign application to complete the process

COMPLETING FORM 3508S

- 1) Complete the Business Information Section
 - a) Verify the information in each field
 - i) If anything in a locked gray field needs to be edited, please contact your lender to request a correction
 - b) Fill in and required fields, which are noted with an asterisk throughout the application
 - c) Choose whether 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
 - ii) Please note that your decision to provide demographic information or not as well as any responses you provide in the demographic section will not affect forgiveness in any way
 - d) Fill in required Employment Information fields
- 2) Complete the Loan Information Section
- 3) Complete the Forgiveness Amount Section
 - a) Enter Borrower Calculated Forgiveness Amount
- 4) Upload Supporting Documents
 - a) If this application is for a first draw PPP loan, you do not need to upload supporting documents
 - b) If you've already provided your lender with documents supporting reduction in gross receipts, you do not need to upload supporting documents
 - c) If this application is for a second draw PPP loan and you have not yet provided your lender with documents supporting reduction in gross receipts, please upload supporting documents here
 - 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) Submit
 - a) Select an Authorized representative of Borrower
 - i) Select from individuals related to the application on the related people tab; or
 - ii) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
 - b) Verify or enter the email of the authorized signer in the email box
 - c) Click Submit or (if applicable) Submit and Send Email for E-signature
 - d) If prompted, review and complete any of the missing required fields
- 6) E-sign Forgiveness Application
 - a) Authorized signer will receive a signature request via email
 - b) Sign application to complete the process