

## CUSTOMER PPP PORTAL SCREENSHOTS

**PEACH STATE BANK & TRUST** **hm HOLTMEYER & MONSON**

# Start Your Forgiveness Request

In order to start the SBA PPP Loan Forgiveness process please provide your EIN or SSN (associated with your original PPP Loan request) and SBA Loan number.

After providing this, you will be asked to verify your Loan Amount. This is a security step for your protection.

Finally you will be asked to register an account with us. This will allow you to start the process, send us messages, and check on the status of your forgiveness request.

EIN or SSN:  
173100006  
Enter Your EIN or SSN utilized when you submitted your loan, no dashes required

SBA Loan Number:  
2731000006  
Enter your SBA Loan Number from your closing documentation, or contact us to acquire this number

[Find your loan](#)

- Enter EIN/SSN for primary entity/individual on PPP SBA Loan.
- Enter SBA Loan number provided on note signed at origination.

**PEACH STATE BANK & TRUST** **hm HOLTMEYER & MONSON**

# Verify Loan Amount

SBA Loan Found. Please verify loan amount below

\$21,689

\$101,079

\$52,311

\$65,213

\$40,768

- Choose the correct loan amount which is also provided on the note signed at origination.

**Create an Account with us**

In order to best serve you we need you to create an account we can associate your loan with.

Your E-mail Address

Password

Password must be at least 8 characters

Confirm Password

[Create Account](#)

- Enter email address
- Create password. (must be at least 8 characters)

PPP Loan Forgiveness for MOCKDATAONLY-Herman, McDermott and Abshire

Application Locked

Status Helpful Links

Get Started Borrower Employment Detail Schedule A Payroll and Non-payroll Costs Documents Summary

Full PPP Loan Amount  
**\$52,311.25**

Amount that may be forgiven  
This amount will change as you complete this application

- **\$52,311.25** (100.00%)

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Amount to be repaid  
**\$0.00** (0.00%)

Your Application Status

- Open
- Under Review
- Need Additional Info
- Pending E-signature
- Bank Review Complete
- Transmitted to SBA
- SBA Approved



Pick Your Path: Use the options below to see if you qualify for the Streamlined 3508 EZ Process. If you don't qualify, please elect the Full Forgiveness Application to continue with your submission.

Streamlined 3508 EZ Process OR Full Forgiveness Application

Check at least one option to qualify for the EZ Process

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483)

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (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. 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 or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (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 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.

Next Steps

We will guide you through the PPP Loan Forgiveness process in five simple steps:



Enter your Borrower Employment Information



Enter everyone's payroll information



Enter your nonpayroll expenses (Rent, utilities, etc)



Upload your supporting documents



Verify and submit your Forgiveness Application

### Borrower Employment Detail

Please review and update this information to ensure your PPP Forgiveness application is complete and accurate.

**Be sure to include these before saving your application.**

Employees at Time of Loan Application

Employees at Time of Forgiveness Application

Payroll Schedule (Weekly,Biweekly, Twice Per Month, Monthly, Other)

 

EIDL Advance Amount

EIDL Application Number

**Covered Period**

Please select your preferred covered period below. For your convenience, we have already populated the first day of your Covered Period which is your Disbursement or (Loan Funding) date. For example, if you received your PPP loan proceeds on Monday, April 20, the first day of the Covered Period is Monday, April 20, and the last day of your 24 Week Covered Period is Sunday October 4, 2020. As a reminder, you must select a 24-week covered period if your loan was originated on or after June 5th, 2020.

Disbursement Date	Period
04/15/2020	<input type="radio"/> 24 Weeks <input checked="" type="radio"/> 8 Weeks

### Alternative Covered Period

For convenience, Borrowers with a biweekly (or more frequent) payroll schedule may elect to calculate eligible payroll costs using the 24-week (168-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date (the "Alternative Payroll Covered Period").

For example, if you received your PPP loan proceeds on Monday, April 20, and the first day of its first pay period following your PPP loan disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday October 10. If you elect to use the Alternative Covered Period, you must apply the Alternative Covered Period wherever there is a reference in this application to "the Covered Period or the Alternative Payroll Covered Period." However, you must apply the Covered Period (not the Alternative Payroll Covered Period) whenever there is a reference in this application to "the Covered Period" only.

Start Date	Period
<input type="text" value="mm/dd/yyyy"/> <input type="calendar"/>	<input type="radio"/> 24 Weeks <input checked="" type="radio"/> 8 Weeks

Check the box if you would like to remove the alternative covered period dates.

**Borrower (with Affiliates) received PPP loan in excess of \$2 million.**

Check the box if you, together with your affiliates (to the extent required under SBA's interim final rule on affiliates (85 FR 20817 (April 15, 2020)) and not waived under 15 U.S.C. 636(a)(36)(D)(iv)), received PPP loans with an original principal amount in excess of \$2 million.

Please use the SBA Guidance to populate this form

#### Table 1 Totals

1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet

 ?

#### Table 2 Totals

4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet

 ?

#### Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

6. Total amount paid by Borrower for employer contributions for employee health insurance

 ?

7. Total amount paid by Borrower for employer contributions to employee retirement plans

 ?

8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation

 ?

#### Compensation to Owners

9. Total amount paid to owner-employees/self-employed individual/general partners: This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual included, attach a separate table that lists the names of and payments to each. ( You can upload this on the documents tab )

 ?

#### Total Payroll Costs

10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):

 ?

**\*\*Saving your application will automatically calculate and populate this value**

[Previous: Borrower Employment Detail](#)[Next: Payroll and Non-payroll Costs](#)

### Expenses during the Covered Period

Payroll Costs (Schedule A - line 10)



Business Mortgage Interest Payments



Business Rent or Lease Payments



Business Utility Payments

[Previous: Schedule A](#)[Next: Documents](#)

### Supporting Documentation

Please upload the following documentation to support your PPP Loan Forgiveness Request:

#### Payroll Documentation:

1. Bank Account Statements or Payroll Reports for the Covered Period
2. Tax Forms:
  - a. Payroll tax filings reported to the IRS (typically, Form 941)
  - b. State Quarterly Business and Individual Employee Wage Reports and Unemployment Insurance filings
3. Payment receipts reflecting employer contributions to employee health insurance and retirement plans

#### FTE Documentation:

1. Documents supporting FTE calculations – both permanent FTE and seasonal employees (if applicable). Including but not limited to IRS 941s, and related State Wage reports.

#### Nonpayroll Documentation:

1. Documentation verifying the existence of the obligations period to February 15th, 2020 and eligible payments for the Covered Period.
  - a. Business Mortgage Interest Payments: Lender Amortization Schedules, Receipts and Account Statements
  - b. Business Rent or lease payments: Copy of lease agreement and payment evidence for the covered period
  - c. Business utility payments: Copy of invoices from February 2020, and those paid during the Covered period and related receipts verifying payment.

#### Upload Bucket

Please name your files contextually.

Name	Document	Document type	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="-----"/>	<input type="button" value="+ Add"/>

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File Name	File Type	Actions
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- Name your Document
- Choose File
- Choose the document type
- Be sure to press the Upload button

Forgiveness Request Amount

**\$7,500.00**

(100.00%)

### Submit your Application

Please provide the information of the assigned Signer for this application. Once submitted you will no longer be able to make changes, unless more information is required or changes must be made after review.

Name of person signing documents



Email address to send documents to for signature



Title of the person signing the document



Please enter your information above and then click Save.

### Review Your Documents

File Name

Actions

Payroll Journal

- Enter the name of person with signing authority (This should match the individual who signed the initial note).
- Email Address
- Enter title of person with signing authority
- Press Save Application (Once you save, the button will convert to Submit Application)
- Once you have verified all input and documents uploaded, press Submit Completed Application