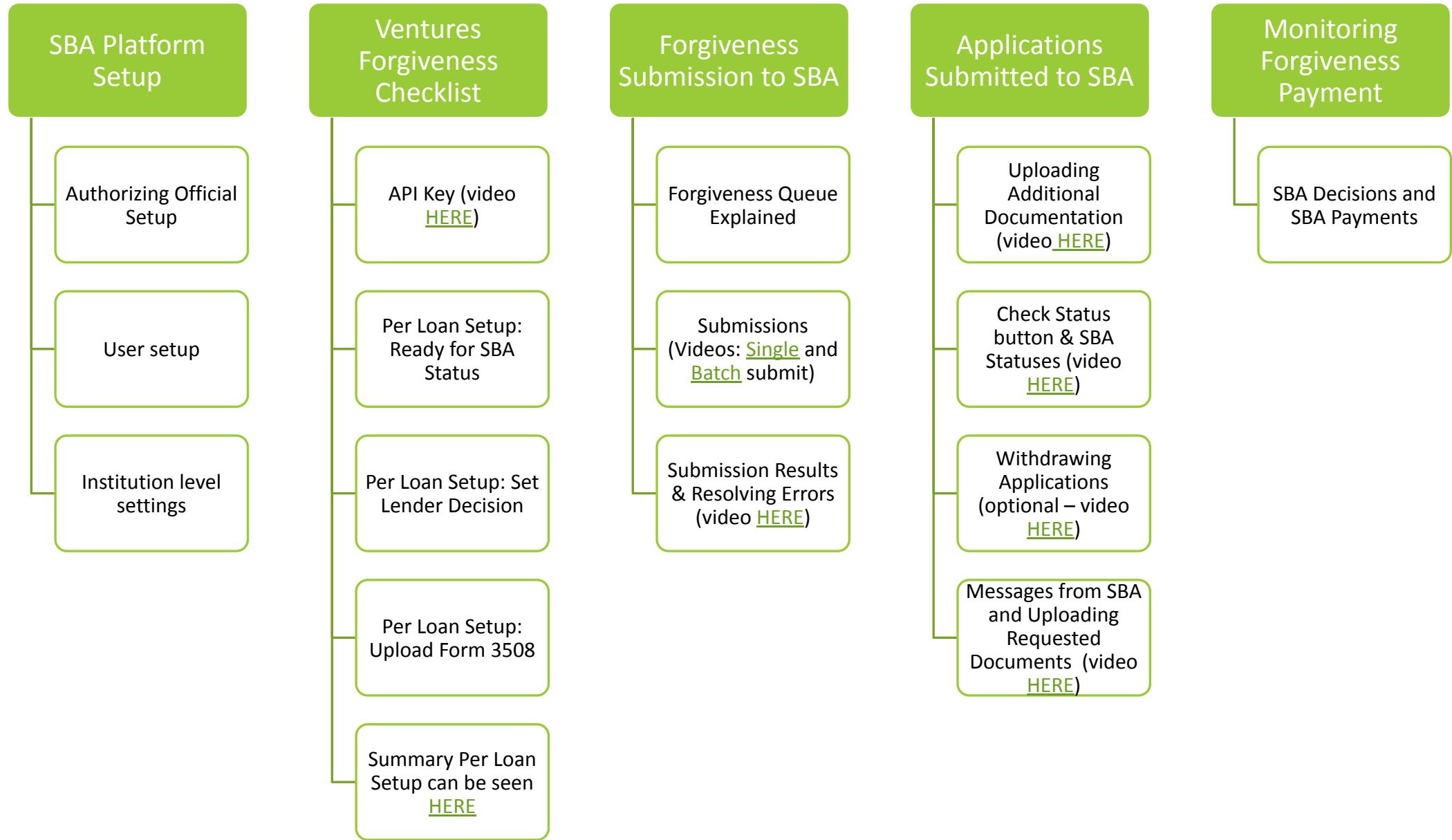


Ventures+

2021 FORGIVENESS PATH – SBA SUBMISSION



SBA
Forgiveness
Platform:
Reminders



SBA Paycheck Protection Platform Lender Instructions

Origination System User Guide

Updated: 1/10/2021

Not intended to convey policy guidance. In the event of any conflict or inconsistency with PPP rules, forms or guidance, such rules, forms and guidance govern.

SBA Forgiveness Reminders

- ❖ Refer to SBA's handout (most recent version 1/10/2021)
- ❖ Verify your users have been created within that platform
- ❖ **API Users** will contain virtual keys (you'll need one of those keys)
- ❖ Go thru the Administration steps within the handout they provided

Ventures Forgiveness Checklist



Adding API Key
(one-time setup)



Per Loan Setup:
Ready for SBA Status



Per Loan Setup: Set
Lender Decision



Per Loan Setup:
Upload Form 3508

API Key: One-time Setup

Copy/Paste the **API Token** from within SBA's Forgiveness Platform to your Lender's vCard

API User within your SBA Forgiveness Platform

API Token: [Redacted]

Last Login: Aug. 4, 2020, 7:26 p.m.

Email Address: [Redacted]

Edit Lender

Type: PPP • Status: Funded • Funded : 7/11/2020
Loan > Quick Start

Borrower Business Owners Eligibility **Financing**

Lender

Company * **Bank of America, N.A.**

Lender Fee Received: MM/DD/YYYY

Lender Fee: \$57,427.3

Lender's Agent

Agent Max Fee: \$9,571.29

Loan Terms

Term Months: 36

Interest Rate: 1.0000 %

Rate Index: Lender Fixed Base Rate

SBA Guarantee: 100.0000 %

Estimated Monthly Payment: \$0.00

Loan Amount

Average Monthly Payroll*: \$0.00

General Contacts Loans ACH

Name * [Redacted] Role: Lender

Business: [Redacted] Fax: Phone

E-mail: name@company.com Website: http://www.sitename.com

Active Tax ID: EIN or SSN or SBA Issued

Address

Street: [Redacted] State: [Redacted]

City: [Redacted] Zip: [Redacted] Country: [Redacted]

SBA Partner

Lender ID [Redacted] Location ID [Redacted]

PPP Forgiveness

Forgiveness API Key [Redacted]

Save Cancel

Per Loan Setup: Ready for SBA Status

- ❖ Set your Forgiveness Status to **Ready for SBA**

Quick Start

Forgiveness

General

Notes / Tasks

Partner Contacts

Entities ▼

Financing

Eligibility ▼

Deposits & Expenses

Collateral ▼

Loan Analysis ▼

Verification ▼

SBA Submission

Type: PPP • Status: Funded: Active • Funded : 5/2/2020
Loan > Quick Start > Forgiveness
Alert LOAN TYPE #3

Form Instructions **General** Application: Schedule A Application: Calcula

Status and Decision

1 Forgiveness Status Ready For SBA ▼

Eligible Date 6/27/2020

Lender Decision - Not Set - ▼

Denied Reason B I A ▼

Per Loan Setup: Set Lender Decision

- ❖ Set your **Lender Decision** from the list of available options

The screenshot displays the 'Per Loan Setup' interface for a PPP loan. On the left is a navigation menu with 'Forgiveness' highlighted. The main area shows the loan details: Type: PPP, Status: Funded: Active, Funded: 5/2/2020, and an alert for 'LOAN TYPE #3'. The 'General' tab is active, showing 'Status and Decision' fields. 'Forgiveness Status' is set to 'Ready For SBA' and 'Eligible Date' is 6/27/2020. The 'Lender Decision' dropdown is open, showing options: '- Not Set -', 'Approved In Full', 'Approved In Part', 'Denied', and 'Denied Without Prejudice'. A red circle with the number '2' highlights the 'Lender Decision' field.

Quick Start

Forgiveness

General

Notes / Tasks

Partner Contacts

Entities

Financing

Eligibility

Deposits & Expenses

Collateral

Loan Analysis

Verification

SBA Submission

Closing Requirements

Tracking

Payments

Liquidation

Type: PPP • Status: Funded: Active • Funded : 5/2/2020
Loan > Quick Start > Forgiveness
Alert LOAN TYPE #3

Form Instructions **General** Application: Schedule A Application: Calculation

Status and Decision

Forgiveness Status Ready For SBA

Eligible Date 6/27/2020

2 Lender Decision - Not Set -

Denied Reason - Not Set -

Approved In Full

Approved In Part

Denied

Denied Without Prejudice

Per Loan Setup: Upload Form 3508

- ❖ If your Borrower submitted the Signed Application using the Forgiveness Portal, you can select the document from the drop-down labeled **Form 3508**
 - The documents would be stored within the **Documents** loan menu
- ❖ If you did not use the Forgiveness Portal you can manually upload any version of the 3508 form by clicking on **Select File**
 - Note: The documents will be stored within the Ventures DocStorage+ module
- ❖ Verify documents that were uploaded within the Forgiveness Grid

Quick Start

Forgiveness

General

Notes / Tasks

Partner Contacts

Entities

Financing

Eligibility

Deposits & Expenses

Collateral

Loan Analysis

Verification

SBA Submission

Closing Requirements

Tracking

Payments

Type: PPP • Status: Funded: Active • Funded : 5/2/2020

Loan > Quick Start > Forgiveness

Alert: LOAN TYPE #3

Form Instructions General Application: Schedule A Application: Calculation Form Demographics Generate **Email & Upload**

Send Email

Send a customized email to this borrower.

Create Email

Uploaded Application

35 MB file size limit. Valid file types: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, png

3 Form 3508 - Not Set -

Identify the signed SBA form 3508 for submission to SBA.

Upload 3508

Select File

4 Save

Per Loan Setup: Add Servicing Contact

- ❖ Assign a Primary Contact in General Menu > General tab that has an email address associated with vCard

The screenshot displays a software interface for loan setup. On the left, a sidebar menu is visible with the following items: Forgiveness, General (highlighted), Notes / Tasks, Partner Contacts, Entities, Financing, Eligibility, Deposits & Expenses, and Collateral. The main content area is divided into two sections. The top section, titled 'Loan Information', contains the following fields: Reference Name (Blue Paper), Log # (2020041402), Loan Type (PPP), and Status (Funded). The bottom section, titled 'Servicing Mailing Contact/Address', contains the following fields: Primary Contact (John Flake) and Street (335 Fifth Street). A red dashed arrow points from the 'General' tab in the sidebar to the 'Servicing Mailing Contact/Address' section.

Forgiveness Submissions to SBA: Ready for SBA

- ✓ Ready for SBA Status queue
- ✓ Submit your Application to SBA
- ✓ Submission Results
- ✓ Resolving Errors

| <input type="checkbox"/> | Reference Na... | Status | Status Message | Lender Deci... | Forgiveness | 3508 | SBA Loan # |
|--------------------------|------------------|---------------|-----------------------------------------------------|------------------|----------------|------|------------|
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | Demographic: Ethnicity: This field may not be null. | Approved In Full | \$401,169.00 | ✓ | 2904001004 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | Demographic: Veteran: This field may not be null. | Approved In Full | \$4,413,386.00 | ✓ | 2904001009 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | Demographic: Veteran: This field may not be null. | Approved In Part | \$3,000,000.00 | ✓ | 2904001010 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | SBA Loan #: Etran Loan with this sba number alre... | Denied | \$814,539.00 | | 2904001011 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | Payroll Schedule: This field may not be blank. | Approved In Full | \$1,987,529.00 | ✓ | 2904001014 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | Form 3508 not set | Approved In Full | \$0.00 | | 2904001042 |
| <input type="checkbox"/> | MOCKDATA 9040... | Ready For SBA | | Approved In Full | \$509,983.00 | ✓ | 2904001069 |

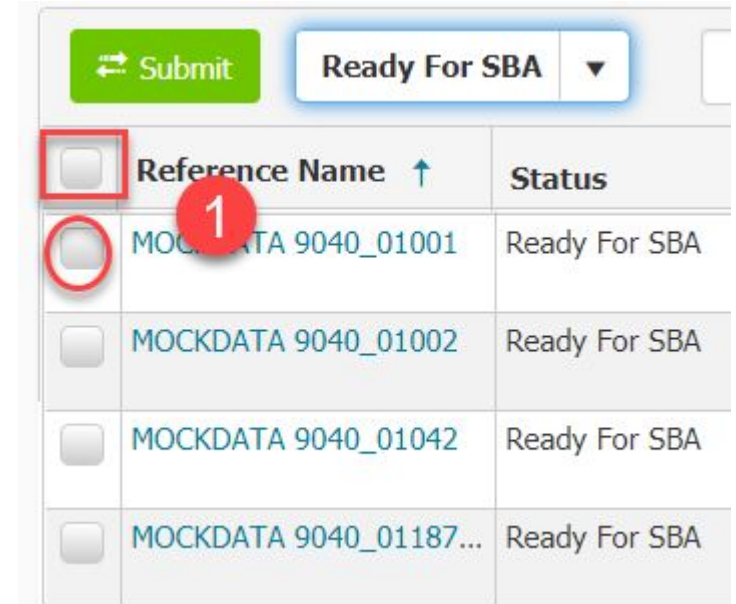
Setting the Queue to Ready for SBA

Menu:

- Utilities
- Left hand menu: Click on **PPP Loans**
- Another menu becomes visible: Select **Forgiveness**
- Set your queue to **Ready for SBA**

Step 1: BULK or SINGLE Submissions

- ❖ For Single Submissions click on the checkbox next to the specific loan Reference Name (shown with a circle in this example)
- ❖ For Bulk Submissions click on the master checkbox next to the Reference Name (shown as a square in this example)



| <input type="checkbox"/> | Reference Name ↑ | Status |
|--------------------------|------------------------|---------------|
| <input type="checkbox"/> | MOCKDATA 9040_01001 | Ready For SBA |
| <input type="checkbox"/> | MOCKDATA 9040_01002 | Ready For SBA |
| <input type="checkbox"/> | MOCKDATA 9040_01042 | Ready For SBA |
| <input type="checkbox"/> | MOCKDATA 9040_01187... | Ready For SBA |

Submitting your Application to SBA

Step 2: Click on the green **Submit** button

Step 3: Lender Confirmation. Read the Statement and answer **Yes** or **No**

Step 4: Click on the green **Submit** button

Submit ready For SBA

Search Reference Name, Status Message, SBA Loan #

Submit to SBA

Click the Submit button to send the selected Forgiveness Decisions to SBA for Approval

Submission Questions

Lender Confirmation Yes No

By selecting "Yes", the Lender agrees that for each PPP loan included in this submission:

1. This submission accurately reflects the Lender's decision regarding the borrower's loan forgiveness application;
2. The information provided by the Lender to SBA with this submission accurately reflects the Lender's records for the PPP loan;
3. The Lender has made its decision in accordance with the requirements set forth in Part III.2.a. of the PPP Interim Final Rule on SBA Loan Review Procedures and Related Borrower and Lender Responsibilities, as amended;
4. The PPP loan has not been cancelled or repaid; and
5. The Lender has not issued a previous loan forgiveness decision to SBA for this PPP loan, unless this is a resubmission following a rejection or a reconsideration of a denial without prejudice.

Submit Cancel

Submission Results: Failed to Submit

Submit Result

Submission process complete. See below for a summary of the results:

Successfully Submitted

To view submitted applications, set the status filter to "Submitted to SBA". If you need to upload additional documentation (beyond the 3508), you can do so from there.)

Failed to Submit

Review the status message column for the failure reason.

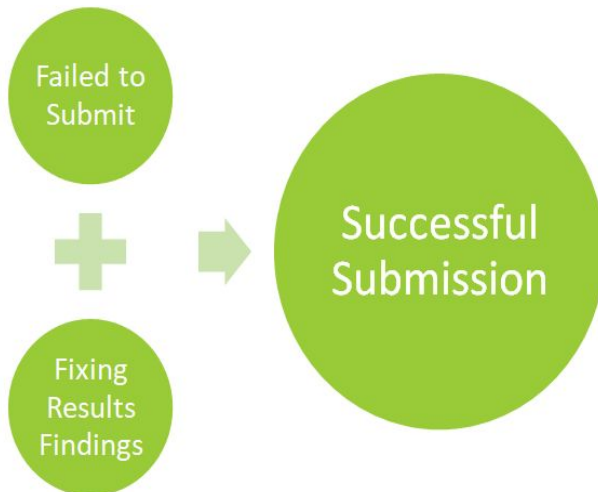
Results [Download Results](#)

[Close](#)

If your Submission(s) didn't meet some of the validations set in place by SBA the count will be shown in the **Failed to Submit**

Resolving the errors highlighted within **Results** will lead to a successful Submission

*Option: View Results by **Downloading** the results OR view **Status Message** within grid*



| | Reference Name ↑ | Status | Status Message |
|--------------------------|------------------------|---------------|--------------------------------------|
| <input type="checkbox"/> | MOCKDATA | | Lender decision not set |
| <input type="checkbox"/> | MOCKDATA | | Schedule A Line 13: Decimal Value... |
| <input type="checkbox"/> | MOCKDATA | | Form 3508 not set |
| <input type="checkbox"/> | MOCKDATA 9040_01187... | Ready For SBA | |

TIP: You can also look at the Status Message within the queue for the error

Status Messages from SBA: Resolving the errors

If your file is not submitted successfully you can view the **Status Message** column for additional details on why its not passing validations.

In these examples we:

- ❖ SBA Number is not valid for forgiveness
- ❖ Forgot to upload the 3508
- ❖ NAICS Code is blank

To resolve the errors click on the hyperlinked **Reference Name** and fix within the loan

View more common errors on page 29

| <input type="checkbox"/> | Reference Name | Status | Status Message ↓ | Lend |
|--------------------------|-------------------------------------|---------------|---------------------------------------------------------------|--------|
| <input type="checkbox"/> | Taco Shops | Ready For SBA | SBA Number is not valid for forgiveness | Approv |
| <input type="checkbox"/> | MOCKDATA 9040_99953 | Ready For SBA | Previously submitted, then withdrawn | Approv |
| <input type="checkbox"/> | MOCKDATA 9040_01114 | Ready For SBA | PPP Loan Disbursement Date is prior to the date of fundin... | Approv |
| <input type="checkbox"/> | MOCKDATA 9040_01127 | Ready For SBA | Our automatic calculation routine discovered that line 10 ... | Approv |
| <input type="checkbox"/> | MOCKDATA 9040_10493 | Ready For SBA | Form 3508 not set. | |
| <input type="checkbox"/> | mamacita 9 | Ready For SBA | {"etran_loan":{"naics_code":["This field may not be null."... | Approv |
| <input type="checkbox"/> | Jason Testco 108 | Ready For SBA | {"etran_loan":{"naics_code":["This field may not be null."... | Approv |
| <input type="checkbox"/> | MAMACITA 11 | Ready For SBA | | Approv |

Assuming the errors are resolved and you're ready to re-submit your application follow the steps on page 11

Submission Results: Successfully Submitted

Successful result counts will be shown in the **Successfully Submitted** summary field. *Note the yellow highlighted verbiage regarding uploading of additional documentation beyond the 3508.*

The screenshot shows a 'Submit Result' dialog box with a blue header and a close button (X) in the top right. The main content area is white and contains the following elements:

- A message: "Submission process complete. See below for a summary of the results:"
- A summary table with two rows:






| | |
|------------------------|---|
| Successfully Submitted | 1 |
| Failed to Submit | 0 |
- A yellow highlighted text box: "To view submitted applications, set the status filter to 'Submitted to SBA'. If you need to upload additional documentation (beyond the 3508), you can do so from there.)"
- A note: "Review the status message column for the failure reason."
- A link: "Download Results"
- A "Close" button in the bottom right corner.

The 'Successfully Submitted' label and its corresponding value '1' are highlighted with a red rectangular box. A mouse cursor is positioned over the '1'.

Forgiveness Submissions: Submitted to SBA

In this section we will be discussing:

- ❖ Uploading of Additional documentation
- ❖ **Check Status** button
- ❖ **SBA Status** Hyperlink & filtering for specific statuses
- ❖ Optional: Withdrawing the Forgiveness Application
- ❖ Messages that need a reply back

| <input type="checkbox"/> | Reference N... | SBA Status |  |  | Status Message | Time In Sta... | Lender Deci... | Forgiveness | Sent To SBA |
|--------------------------|-----------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------|----------------|------------------|----------------|-------------|
| <input type="checkbox"/> | MOCKDATA 904... | Fully Approved | 5 | - | | 9 hours | Approved In Full | \$564,177.00 | 8/5/2020 |
| <input type="checkbox"/> |  MOCKDATA 904... | Pending Validation | 1 | - | | 14 hours | Approved In Full | \$859,198.00 | 8/6/2020 |
| <input type="checkbox"/> |  MOCKDATA 904... | Pending Validation | 4 | - | | 19 hours | Approved In Part | \$500,000.00 | 8/6/2020 |
| <input type="checkbox"/> | MOCKDATA 904... | Fully Approved | 1 | - | | 9 hours | Approved In Part | \$839,000.00 | 8/5/2020 |
| <input type="checkbox"/> |  MOCKDATA 904... | Pending Validation | 1 | - | | 2 days | Approved In Full | \$1,848,579.00 | 8/5/2020 |

Uploading Additional Documentation (optional)

In the event you wanted to upload additional documentation aside from a version of the 3508:

1. Click on the paper icon
2. A pop-up will appear for you to select the **Document Type**
3. Choose which file you want to select to upload by selecting from your Ventures DocStorage or Manually uploading a document
4. Click on **Upload**

The screenshot shows the 'Upload' dialog box in the SBA portal. It features a blue header with the title 'Upload' and a close button. Below the header, there is a dropdown menu for 'Document Type *' with the value '- Not Set -'. A yellow button labeled 'Choose File to Upload to SBA' is positioned to the left of the dropdown. Below this, there is a text area with instructions: 'Select a file from the document store or manually upload a file to upload to SBA. The file will be added to the forgiveness application. 35 MB file size limit. Valid file types: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, png'. There are two options for document selection: 'Existing Document' with a dropdown menu set to '- Not Set -' and a yellow button labeled 'Select Documents already loaded in Ventures DocStorage or DocStorage Lite', and 'New Document' with a 'Select File' button. A yellow 'OR' label is placed between the two options. At the bottom right, there is a green 'Upload' button and a white 'Cancel' button. Red callout numbers 1 through 4 are overlaid on the image: 1 points to the paper icon in the background, 2 points to the 'Document Type' dropdown, 3 points to the 'Choose File to Upload to SBA' button, and 4 points to the 'Upload' button.

*TIP: The SBA Statuses that allow for additional document uploads are **Pending Validation** and **Lender Additional Info Needed***

Viewing Uploaded Documents

- ❖ Column shows a count of the documents that have been uploaded
- ❖ Read-Only summary tab
- ❖ Note: Manual uploaded documents *do not* get stored back in the Documents portion of Ventures DocStorage

Check Status Submitted to SBA - SBA Status - Search Reference Name, Status Message

| Reference Name | SBA Status | Status Message | Time In Sta... | Lender Deci... | Forgiveness |
|---------------------|----------------|----------------|----------------|------------------|--------------|
| MOCKDATA 9040_00999 | Fully Approved | - | 9 hours | Approved In Full | \$564,177.00 |

Forgiveness Decision Summary: MOCKDATA 9040_00999 - Fully Approved

Details **Documents** Messages

These are the documents that have been uploaded to support this decision.

| File | Document Type | Date Uploaded |
|---------------------------------------------------|---------------------------|---------------|
| tmp_794a8921bfb44ad590a6da827e085573.pdf | SBA Form 3508EZ | 8/5/2020 |
| test2_b48be8805c14462aa98f4b6dccb1082d.pdf | 3508-EZ Supporting Doc... | 8/6/2020 |
| test1_ee6b837e0cec4b4b9f29bf6e1e68cb21.pdf | 3508-EZ Supporting Doc... | 8/6/2020 |
| ZachsTestPDF_1a5978ed578348229d15f0763385d986.pdf | Borrower Note | 8/6/2020 |
| test1_f2cf7d8a99c443cd94b03253ead463a2.pdf | 3508-EZ Supporting Doc... | 8/6/2020 |

Close

Checking SBA Status

The Forgiveness Platform updates its statuses on or about every 24 hours/ish.

SBA has several Statuses they'll be using. *Please refer to Page 30 in the Forgiveness Platform User Guide for more information on their meanings.*

To check the SBA Status of a loan(s):

1. Click on the box next to the loan
2. Click on the **Check Status** button
3. A pop-up will appear summarizing Statuses - OK to **Close** out

The screenshot shows a web interface for checking SBA status. At the top, there is a search bar with a 'Check Status' button (marked with a red '2') and a dropdown menu set to 'Submitted to SBA'. Below this is a blue header for the 'Check Status Result' pop-up window (marked with a red '1'). The main content area shows a message: 'Successfully update forgiveness on 53 decisions. See below for a summary of the results:'. Below this message is a summary table:

| | |
|------------------|----|
| Status Unchanged | 43 |
|------------------|----|

Below the summary table is a section titled 'Decisions with New Statuses' with a yellow background. It contains three rows:

| | |
|-------------------------------|---|
| Fully Approved | 3 |
| Not Approved | 3 |
| Lender Additional Info Needed | 4 |

At the bottom right of the pop-up window, there is a 'Close' button (marked with a red '3').

SBA Status Decision Summary

Hyperlinked **SBA Statuses** when clicked will surface:

- ❖ *Read-only* details of the loan being passed from the SBA Forgiveness Platform
- ❖ Final Forgiveness *Read-only* Details
- ❖ *Read-only* **Documents** tab to view documents you have uploaded
- ❖ **Messages** that SBA may have sent (more on this in upcoming pages)

TIP: Use the **SBA Status** drop-down to *filter* the table by the various statuses as SBA Decisions are being made.

The screenshot displays the SBA Forgiveness Platform interface. At the top, there is a search bar and a filter for 'SBA Status'. Below this is a table with columns for 'Refer...', 'SBA Status', 'Status Message', 'Time In Sta...', 'Lender Deci...', 'Forgi...', and 'Sent To SBA'. The table contains several rows, with the last row highlighted in yellow, indicating it is selected. The selected row is 'Randy's ... Fully Approved'. A modal window titled 'Forgiveness Decision Summary: Randy's Import 4 - Fully Approved' is open over the table. The modal has three tabs: 'Details', 'Documents', and 'Messages'. The 'Details' tab is active. The modal content includes fields for 'SBA Loan #', 'SBA Status', 'Status Message', 'Lender Decision', 'Decision Submit Date', 'SBA Decision', and 'SBA Decision Date'. Below these fields is a section for 'Final Forgiveness Details' which includes 'Amount', 'Amount With Interest', 'Calculated Interest', 'Payment Amount', 'Payment Date', and 'ACH Batch Info'. A 'Close' button is located at the bottom right of the modal.

| Refer... | SBA Status | Status Message | Time In Sta... | Lender Deci... | Forgi... | Sent To SBA |
|-------------|--------------------|----------------|----------------|----------------|----------|-------------|
| MOCKD... | Fully Approved | | | | | |
| MOCKD... | Under Review | | | | | |
| MOCKD... | Fully Approved | | | | | |
| MOCKD... | Pending Validation | | | | | |
| MOCKD... | Fully Approved | | | | | |
| MOCKD... | Under Review | | | | | |
| Randy's ... | Fully Approved | | | | | |

Forgiveness Decision Summary: Randy's Import 4 - Fully Approved

Details Documents Messages

SBA Loan # 2904000009 SBA Status Fully Approved

Status Message Authentication credentials were not provided

Lender Decision Approved In Full Decision Submit Date MM/DD/YYYY

SBA Decision Approved In Full SBA Decision Date 7/29/2020

Final Forgiveness Details

These values will get updated after SBA has rendered a decision.

Amount \$591,642.00 Amount With Interest \$591,690.63

Calculated Interest \$48.63

Payment Amount Payment Date 7/30/2020

ACH Batch Info

Close

Withdrawing an Application?

1. If you need to withdraw your forgiveness application from SBA's Forgiveness Platform, click on the hyperlinked **SBA Status**.
2. Click on **Withdraw** within the pop-up confirming your action

The screenshot shows the SBA Forgiveness Platform interface. At the top, a blue header bar reads "Forgiveness Decision Summary: MOCKDATA 9040_01001" with a "Pending Validation" status highlighted in a red box. Below the header, there are tabs for "Details", "Documents", and "Messages". The "Details" tab is active, showing fields for "SBA Loan #", "SBA Status", "Status Message", "Lender Decision", "Decision Submit Date", "SBA Decision", and "SBA Decision Date". Below these fields, there is a section for "Final Forgiveness Details" with input fields for "Amount", "Amount With Interest", "Calculated Interest", "Payment Amount", and "ACH Batch Info". A blue "Confirm Withdraw" pop-up is overlaid on the bottom right of the main window. The pop-up contains a warning icon and the text "Are you sure you want to withdraw this forgiveness decision?". Below this, it states "Borrower Name: MOCKDATA 9040_01001" and provides instructions: "Since this application is in the Pending Validation status at SBA you have the option to withdraw it. You might choose to do this if there was a problem with your submission such as incorrect data or some issue with your 3508 file. If you choose to Withdraw then the application record at SBA, along with any files, will be deleted from SBA's system. The forgiveness decision in Ventures will return the status Ready For SBA. You can then correct the problem and Submit again when ready." At the bottom of the pop-up, there are "Withdraw" and "Cancel" buttons. A red circle with the number "1" highlights the "Withdraw" button in the main window, and a red circle with the number "2" highlights the "Withdraw" button in the pop-up.

SBA Messages - uploading additional documents

In the event SBA wants to see additional documentation regarding the loan, they will send messages to the lender.

Access the loan in Ventures > **Utilities** (upper right side menu) > **PPP Loans** > **Forgiveness**

1. Change your filters to **Submitted to SBA and Lender Additional Info Needed**
2. The **!** column will display the # of messages sent; click on the hyperlinked number to access the message
3. Messages usually indicate that you need to upload additional document(s)
4. Click on the **Upload icon** in the second column

The screenshot shows the SBA Forgiveness Decision Summary interface. At the top, there are filter buttons: 'Check Status', 'Submitted to SBA', and 'Lender Additional Info Needed'. A search bar is on the right. Below the filters is a table with columns: Reference N..., SBA Status, Status Message, Time In Sta..., Lender Deci..., and Forgiveness. A red circle '4' is over the 'Reference N...' column, and a red circle '2' is over the 'Status Message' column. A blue banner reads 'Forgiveness Decision Summary: MOCKDATA 9040_01064 - Lender Additional Info Needed'. Below the banner are tabs for 'Details', 'Documents', and 'Messages'. A red circle '3' is over the 'Messages' tab. The message content is displayed below, starting with 'Individual Documents: Payroll Documents - Eligible Non-Profits: Please provide the SBA the following documents in support of the forgiveness'. A list of documents is shown: 'Nonprofit organization's 2019 IRS Form 941 and state quarterly wage', 'the filed IRS Form 990 Part IX or other documentation of any retireme', 'A payroll statement or similar documentation from the pay period that', and 'Eligible nonprofits that do not file an IRS Form 990, typically those wit'. A table below the message shows the subject, sender, date (9/25/2020 11:56 PM), and completed status.

| Subject | Sender | Date ↓ | Completed |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|-----------|
| Individual Documents: Payroll Documents - Eligible Non-Profits: Please provide the SBA the following documents in support of the forgiveness | | 9/25/2020 11:56 PM | |

SBA Messages - Uploading Additional Documents Continued

5. Select the **Document Type**
6. Select an **Existing Document** or a **New Document**
7. Click **Upload**. Repeat steps 4-6 if there is more than one document
8. Once all documents have been uploaded, you will click on the Upload icon of the application again, and then select **Complete Request**

SBA Status will change to Pending Validation

Upload

Requested: 9/25/2020 11:56:36 PM

To satisfy the request upload each requested document one at a time using the **Upload** button. When you have provided all the requested documents click the **Complete Request** button.

Document Type

5 Document Type * - Not Set -

Choose File to Upload to SBA

Select a file from the document store or manually upload a file to upload to SBA. The file will be added to the forgiveness application. 35 MB file size limit. Valid file types: pdf, xls,xlsx, csv, doc, docx, jpg, jpeg, png

Existing Document - Not Set -

6 OR

New Document Select File

7

8 **ONLY Click when finished with uploads**

Complete Request Upload Cancel

SBA Messages

Ventures will be running a task in the evenings to automatically check for messages but Lenders can manually check for messages by clicking on the **Check Status** button for all loans

The screenshot shows a web application interface for a SBA Forgiveness Decision Summary. At the top, there is a navigation bar with a 'Check Status' button, a 'Submitted to SBA' dropdown, and a search bar. Below this is a table with columns for 'Reference N...', 'SBA Status', 'Status Message', 'Time In Sta...', 'Lender Deci...', and 'Forgiveness'. A red circle highlights an information icon in the 'Status Message' column. A modal window is open, displaying the 'Forgiveness Decision Summary: MOCK DATA 9040_00023 - Under Review'. The modal has tabs for 'Details', 'Documents', and 'Messages', with the 'Messages' tab selected and highlighted by a red box. Below the tabs, there is a text block explaining that messages not completed require action. A table below shows a list of messages with columns for 'Subject', 'Date', 'Completed', and 'Overdue'. A red box highlights the first message in the table.

| Subject | Date ↓ | Completed | Overdue |
|------------------------------------|------------------|-----------|---------|
| Request for 3508: test | 8/6/2020 9:57 AM | ✓ | |
| Request for 3508: Please send 3508 | 8/5/2020 8:36 AM | ✓ | |

Loan Review Request from SBA

If a Loan Review request is sent by SBA requesting for additional documents to be submitted, the Forgiveness status will become “Lender additional info needed”. A similar message as the one below will be displayed. The same process of uploading documents will be used as shown [HERE](#)

The screenshot displays the Ventures Lending Technologies interface. The top navigation bar includes Home, Loans, Leads, Tasks, Contacts, Companies, Reports & Letters, Payments, Utilities, and Links. The sidebar on the left shows various import and sync options, with 'Forgiveness' selected. The main content area is titled 'PPP Forgiveness Applications/Decisions' and contains a table of applications. A modal window titled 'Forgiveness Decision Summary - Lender Additional Info Needed' is open, showing a message from the SBA regarding a loan review request.

Table: PPP Forgiveness Applications/Decisions

| Reference N... | SBA Status | Time In Sta... | Lender Deci... | Forgiveness |
|----------------|-----------------------------|----------------|----------------|-------------|
| [Redacted] | Lender Additional Info N... | 2 | 1 | [Redacted] |
| [Redacted] | Lender Additional Info N... | 2 | 1 | [Redacted] |
| [Redacted] | Lender Additional Info N... | 2 | 1 | [Redacted] |

Modal Window: Forgiveness Decision Summary - Lender Additional Info Needed

Below are messages regarding this decision. Messages that are **not Completed** require action. Typically this means providing additional supporting documentation. If **Overdue** is checked it means the message has gone unanswered for too long and you should reply immediately.

| Subject | Sender | Date | Completed | Overdue |
|----------------------------------------------------------|--------|--------------------|-----------|---------|
| Notification of Paycheck Protection Program Loan Review: | | 10/16/2020 3:28 PM | | ✓ |

This attached letter is to serve as notification to you, the Lender. Please download and read the official loan review notification document. Note: Before responding and selecting send on the submission, please click on the 'Official Notice of Review' button.

Monitoring Forgiveness Payment

In this section we will be discussing:

- ❖ **Check Status** button
- ❖ **SBA Status** regarding decisions and payments
- ❖ **Forgiveness Payments**

Forgiveness Decision Summary: MOCKDATA 9040_01038 - Fully Approved

SBA Loan # SBA Status

Status Message

Lender Decision Decision Submit Date

SBA Decision SBA Decision Date

Final Forgiveness Details

These values will get updated after SBA has rendered a decision and a payment is approved/executed.

| | | | |
|---------------------|-------------------------------------------|----------------------|----------------------------------------|
| Amount | <input type="text" value="\$812,296.00"/> | Amount With Interest | <input type="text"/> |
| Calculated Interest | <input type="text" value="\$1,224.01"/> | Payment Date | <input type="text" value="8/11/2020"/> |
| Payment Amount | <input type="text"/> | | |
| ACH Batch Info | <input type="text"/> | | |

Close

SBA Status and SBA Payments

- ★ To get up-to-date forgiveness application statuses, select applications via the checkbox(es) and click **Check Status**; or remember, Ventures will update once a day for you
- ★ There are 3 **SBA Statuses** you will see regarding the SBA's decision of applications, definitions are listed below

PPP Forgiveness Applications/Decisions
Manage forgiveness applications/decisions for **Funded** PPP loans.

Check Status **Submitted to SBA** **Fully Approved**

| <input type="checkbox"/> | Reference N... | SBA Status | Status Message |
|--------------------------|----------------|------------|----------------|
|--------------------------|----------------|------------|----------------|

| Status | Definition |
|--------------------|------------------------------------------------------------|
| Fully Approved | Forgiveness has been approved for full amount requested. |
| Not Approved | Forgiveness has been rejected. |
| Partially Approved | Forgiveness has been approved for partial amount requested |

SBA Status and SBA Payments

★ There are 3 **SBA Statuses** regarding the forgiveness payment

- Payment Sent
- Payment Confirmed
- Payment Failed

★ You can see what fields will be populated in the image to the right when the status is **Payment Sent** (indicated by checkmarks) and when the status is **Payment Confirmed** (indicated by checkmarks plus star)

★ If SBA Status is **Payment Failed**, you will need to contact the SBA to resolve

| Status | Definition |
|-------------------|---------------------------------------------------------------------|
| Payment Sent | Payment has been disbursed by the SBA. ✓ |
| Payment Confirmed | Payment has been received by the Lender. ★ |
| Payment Failed | Payment was disbursed by the SBA, but not received by the Lender. ✗ |

Final Forgiveness Details

These values will get updated after SBA has rendered a decision and a payment is approved/executed.

| | | | | | |
|---------------------|------------------------------------------|---|----------------------|------------------------------------------|---|
| Amount | <input type="text" value="\$10,000.00"/> | ✓ | Amount With Interest | <input type="text" value="\$10,500.00"/> | ✓ |
| Calculated Interest | <input type="text" value="\$500.00"/> | ✓ | | | |
| Payment Amount | <input type="text"/> | ★ | Payment Date | <input type="text" value="10/30/2020"/> | ✓ |
| ACH Batch Info | <input type="text" value="ABCD101"/> | ✓ | | | |

Some things you should know in order to successfully submit your applications...

- ❖ Covered Period
 - Borrowers who received loans in 2021 and borrowers who received loans in 2020 but have not yet applied for forgiveness are eligible to select the length of their covered period for a time period beginning on the date of disbursement of the loan (system allows buffer of 2 weeks) and ending on a date that is at least 8 weeks but no more than 24 weeks later
- ❖ If you submit an application and validation returned is “SBA Number is not valid for forgiveness”
 - Check ETRAN to make sure you have the correct loan number (matching ETRAN)
 - Check ETRAN to make sure the loan is showing as fully disbursed, and contact SBA if it needs to be corrected
- ❖ If you submit an application and validation returned is an “unknown error,” please check the number of Employees at Time of Application
 - The value needs to be greater than 0
 - To make edits go to Quickstart menu > Borrower Business tab > Current # of Employees field
- ❖ A primary servicing contact and their email address needs to be entered for all applications. This can be done in the General Menu > General Tab > Servicing Mailing Contact/Address > Primary Contact field

Questions



Click on **Web Help**



Access our Knowledge
Base Articles



Email
support@venturesgo.com



Call us at 877-284-5706



Live chat with us