

Ventures+

2021 PPP FORGIVENESS MODULE – BORROWER EXPERIENCE

Borrower receives email

Lender initiates the Forgiveness process by sending an email to the Borrower.

Email will come from notifications@appmail.venturesgo.com



Apply for PPP Forgiveness 🔗 Inbox x

notifications@appmail.venturesgo.com
to [REDACTED]

Your Paycheck Protection Program loan for Donut Lose Your Mind Today is ready to apply for forgiveness.

[Click here to apply.](#)

OR paste the following URL into a web browser:

[https://](https://[REDACTED]) [REDACTED]

⊕ Could not verify your details. Please try again or contact your lender.

In order to continue, please confirm details about your loan.

Loan # *

333111333

Enter 1 of the options below

Last 4 digits of SSN

Any owner on the loan

OR

Tax ID of Entity

887887

Tax ID of the Primary Operating Company

Lookup Loan



If the details DO NOT match the Lender's loan record for the specific Loan # Borrower will see a green message at the top of the screen stating: **Could not verify your details. Please try again or contact your lender.**

Form Eligibility

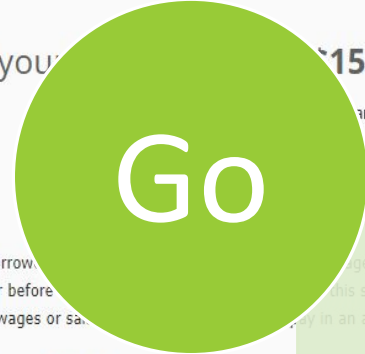
If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No

Form Eligibility

If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No



PLEASE REVIEW EITHER of the statements below?

If details MATCH, the Borrower will be presented with options for which "path" to choose:

3508S or 3508EZ or 3508

- 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 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 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.

- 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.

YES use 3508EZ

NO use 3508

Successfully validated page redirects Borrower to select a “Path”

#1

Form Eligibility

If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No

❖ Borrower needs to read the criteria and questions, and based on the response, select a button:

- 1) Borrower **FIRST** answers YES or NO to using Form **3508S**
- 2) If answer is NO, then borrower needs to select form **3508EZ** or **3508**

Form Eligibility

If your loan amount is **\$150,000 OR LESS** you are eligible for form 3508S.

Can you use Form 3508s? Yes No

Can you answer YES to **EITHER** of the statements below?

If so, you are eligible for the simplified form 3508EZ

1. 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.

2. 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.

#2

YES use 3508EZ

NO use 3508

Selecting: Use 3508S

Borrower will be presented with the following tabs for the 3508S Path. Borrower can change to the 3508 Path by clicking on **Form tab** and selecting the **Yes use 3508EZ** or **NO use 3508** button

Complete Your Paycheck Protection Program Forgiveness Application Using Form 3508S

Form Instructions General Demographics Generate Upload Documents Submit

1. Confirm the details of your loan on the **General** tab.
2. Enter optional data on the **Demographics** tab.
3. Generate and download a completed application from the **Generate** tab.
4. Sign the application and upload it along with any supporting documentation on the **Upload Documents** tab.
5. Indicate your application is complete on the **Submit** tab.

< Previous

Next >

Notice tabs
and items on
the Instruction
tab

Selecting: YES use 3508EZ

Borrower will be presented with the following tabs for the 3508 EZ Path. Borrower can change to the 3508 Path by clicking on **Form tab** and selecting the **Use 3508S** or **NO use 3508** button

Complete Your Paycheck Protection Program Forgiveness Application Using Form 3508 EZ

Form **Instructions** General Application: Calculation Form Demographics Generate Upload Documents Submit

Welcome to your forgiveness application! Please follow the instructions below to complete your PPP Forgiveness Application (SBA Form 3508EZ).

1. Confirm the details of your loan on the **General** tab.
2. Complete the **Application: Calculation Form**.
3. Generate and download a completed application from the **Generate** tab.
4. Sign the application and upload it along with any supporting documentation on the **Upload Documents** tab.
5. Indicate your application is complete on the **Submit** tab.

< Previous

Next >

Notice tabs
and items on
the Instruction
tab

Selecting: NO use 3508

Borrower will be presented with the following tabs for the 3508 path. Borrower can change to the 3508 EZ Path by clicking on **Form tab** and selecting the **Use 3508S** or **YES use 3508EZ** button

Complete Your Paycheck Protection Program Forgiveness Application Using Form 3508

Form **Instructions** General Application: Schedule A Application: Calculation Form Demographics Generate Upload Documents Submit

Welcome to your forgiveness application! Please follow the instructions below to complete your PPP Forgiveness Application (SBA Form 3508).

1. Confirm the details of your loan on the **General** tab.
2. Complete the Schedule A Worksheet of the Forgiveness Application. [Click here to download](#).
3. Enter the values you calculated from step 2 on the **Application: Schedule A** tab.
4. Complete the **Application: Calculation Form**.
5. Generate and download a completed application from the **Generate** tab.
6. Sign the application and upload it along with any supporting documentation on the **Upload Documents** tab.
7. Indicate your application is complete on the **Submit** tab.

Notice
additional tabs
and items on
the Instruction
tab

General tab

The **General** tab will appear for all forms- 3508S, 3508 EZ, and 3508 options.

The **General tab** will surface information specific to the loan. Some data fields such as **Business Name; DBA, if applicable; SBA PPP Loan Number; Lender PPP Loan Number; PPP Loan Amount and Employees at Time of Application** will pre-populate based on information within the Lender's database.

The remainder of the form is for the borrower to complete.

Complete Your Paycheck Protection Program Forgiveness Application
Using Form 3508S

Saved March 8, 2021 10:40 AM

Form Instructions **General** Demographics Generate Upload Documents Submit

Business Name Lavendar Farms DBA if applicable

Loan Details

SBA PPP Loan Number Lender PPP Loan Number 2020050102

PPP Loan Amount \$250,000.00

Employees at Time of Application 5 Employees at Time of Forgiveness 2

Forgiveness Amount

Other

Covered Period Start Date 5/1/2020 Covered Period End Date 7/1/2020

Excess of \$2 Million

Loan Excess of \$2 Million?
Borrower, together with affiliates, if applicable

Payroll

Payroll Costs **Only for 3508S**

Amount of loan spent on payroll costs

< Previous Next >

Application: Schedule A

The **Application: Schedule A** tab is specific to the 3508 option (i.e. NO use 3508 within the **Form** tab)

Action Items for Borrower:

- 1) Download the hyperlinked **Schedule A Worksheet Calculator**
- 2) Complete the Excel calculator
- 3) Transfer the data from the Excel calculator to the interface (or if Borrower's bookkeeper or payroll provider has provided an alternative calculator to use enter the Schedule A data onto this page)

Form Instructions General **Application: Schedule A** Application: Calculation Form Demographics Generate Upload Documents Submit

Enter the values from the Schedule A Worksheet Calculator.

Worksheet Table 1: Totals

Line 1: Cash Compensation
\$10,000.00
(Box 1) from PPP Schedule A Worksheet, Table 1

Line 2: Average FTE
1.00
(Box 2) from PPP Schedule A Worksheet, Table 1

Line 3: Wage Reduction
\$10,000.00
Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1

Wage reduction 75% or more
If the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period was at least 75% [(Line 1 - Line 3) / Line 1] of such employee's average annual salary or hourly wage check here and enter 0 on line 3.

Worksheet Table 2: Totals

Line 4: Cash Compensation
\$13,000.00
(Box 4) from PPP Schedule A Worksheet, Table 2

Line 5: Average FTE
0.00
(Box 5) from PPP Schedule A Worksheet, Table 2

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

Line 6: Health Insurance
\$2,000.00

Application: Calculation Form tab

This tab will appear for both the form 3508 EZ and 3508 options.

Notice some rows are grayed out. They will auto-calculate based on data entered in rows above.

Form	Instructions	General	Application: Calculation Form	Demographics	Generate	Upload Documents	Submit
Enter the value for Line 1 from the EZ Form Calculator.							
Payroll and Nonpayroll Costs							
Line 1. Payroll Costs							
<input type="text" value="\$200,000.00"/>							\$200,000.00
Line 2. Business Mortgage Interest Payments							
<input type="text" value="\$0.00"/>							\$0.00
Line 3. Business Rent or Lease Payments							
<input type="text" value="\$0.00"/>							\$0.00
Line 4. Business Utility Payments							
<input type="text" value="\$500.00"/>							\$500.00
Line 5. Covered Operations Expenditures							
<input type="text"/>							
Line 6. Covered Property Damage Costs							
<input type="text" value="\$11,111.00"/>							\$11,111.00
Line 7. Covered Supplier Costs							
<input type="text"/>							
Line 8. Covered Worker Protection Expenditures							
<input type="text"/>							
Potential Forgiveness Amounts							
Line 9: Calculated							
<input type="text" value="\$211,611.00"/>							\$211,611.00
Sum the amounts on lines 1 through 8							

Demographics tab

This tab will appear for all forms- 3508S, 3508 EZ, and 3508 options.

The Owner Name is grayed out as the Lender has the Owner Names within their database. You may see additional owners listed in this tab if more than 1

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Form, Instructions, General, Application: Calculation Form, Demographics (highlighted), Generate, Upload Documents, and Submit. Below the navigation bar is a disclosure statement: "Disclosure of this data is voluntary and will have no bearing on the loan forgiveness decision." The main section is titled "Owner 1" and contains several input fields: "Name" (text input with "Test Person" and a grayed-out background), "Job Title" (dropdown menu with "- Not Set -"), "Gender" (dropdown menu with "- Not Set -"), "Race" (dropdown menu with "- Not Set -"), "Veteran Status" (dropdown menu with "- Not Set -"), and "Ethnicity" (dropdown menu with "- Not Set -"). At the bottom right, there are two buttons: "< Previous" and "Next >".

Generate tab

This tab will appear for all forms- 3508S, 3508 EZ, and 3508 options.

The form will adjust based on the option selected within the **Form** tab.

In this example the EZ path was chosen so that form is the only option

Complete Your Paycheck Protection Program Forgiveness Application
Using Form 3508 EZ

Form Instructions General Application: Calculation Form Demographics **Generate** Upload Documents Submit

Generate Forms

Generate and download your completed application below. Sign the application and upload it along with any supporting documentation on the Upload tab.

SBA Form 3508EZ: PPP Loan Forgiveness Application

< Previous Next >

The screenshot shows a web interface for completing a PPP forgiveness application. At the top, the title reads "Complete Your Paycheck Protection Program Forgiveness Application Using Form 3508 EZ". Below this is a horizontal navigation bar with tabs: "Form", "Instructions", "General", "Application: Calculation Form", "Demographics", "Generate", "Upload Documents", and "Submit". The "Generate" tab is highlighted in blue. Underneath the navigation bar, the section is titled "Generate Forms" and contains the instruction: "Generate and download your completed application below. Sign the application and upload it along with any supporting documentation on the Upload tab." A red box highlights the text "SBA Form 3508EZ: PPP Loan Forgiveness Application" in the main content area. Another red box highlights the text "Using Form 3508 EZ" in the header area, with a red line connecting the two boxes. At the bottom right, there are two buttons: a grey button labeled "< Previous" and a green button labeled "Next >".

Upload Documents tab

This tab will appear for all forms- 3508S, 3508 EZ, and 3508 options.

The tab will adjust the **Upload Documents** List based on values entered in the **General** or **Application: Calculation Form** tabs.

Form Instructions General Application: Calculation Form Demographics Generate **Upload Documents** Submit

Upload Signed PPP Forgiveness Application (Form 3508)

Name ↑	Description
No records found.	

Select File

Upload Supporting Documents

Given the values you have entered, you may need to provide documentation for:

- Business Mortgage Interest Payments
- Business Rent or Lease Payments
- Business Utility Payments
- Payroll Costs

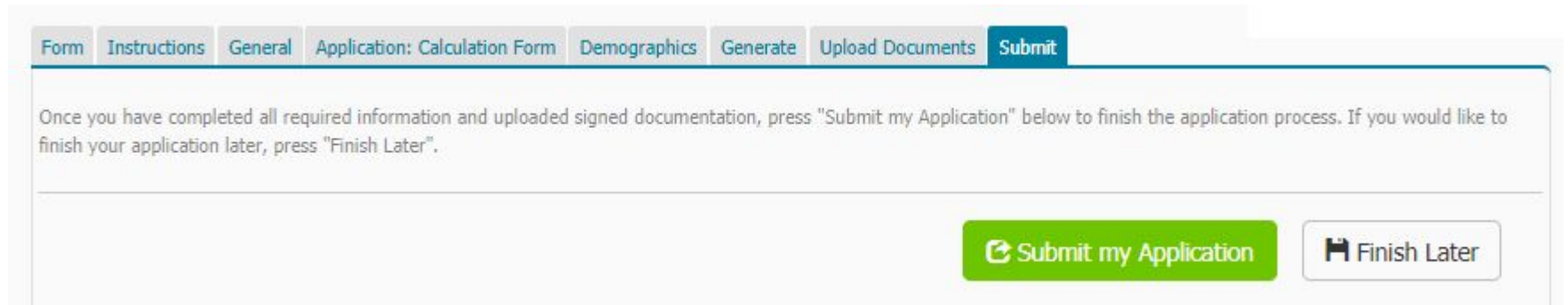
Name ↑	Description
No records found.	

Submit tab

This tab will appear for all forms- 3508S, 3508 EZ, and 3508 options.

Clicking on **Submit my Application** will:

- 1) Surface any errors and/or validations that need to be resolved *before* a successful transmission could occur; OR
- 2) If no errors, your application will be submitted (see next page)



The screenshot shows a navigation bar with tabs: Form, Instructions, General, Application: Calculation Form, Demographics, Generate, Upload Documents, and Submit. The 'Submit' tab is active. Below the navigation bar, there is a text box with the following text: "Once you have completed all required information and uploaded signed documentation, press 'Submit my Application' below to finish the application process. If you would like to finish your application later, press 'Finish Later'". At the bottom right of the form, there are two buttons: a green button labeled "Submit my Application" and a white button labeled "Finish Later".

Successful Submission

Assuming the Borrower successfully completed their application, they will see this message on their screen.

Submission Complete!

We will be contacting you regarding your application.

If you have questions about your application, please contact:

S [REDACTED]

[http://\[REDACTED\].com](http://[REDACTED].com)



Questions?

Borrower should contact Lender with *any* questions regarding their application