

PPP Loan Forgiveness Application Form 3508S

October 20, 2020

For Borrowers with loans of \$50,000 or less

PPP Forgiveness Application 3508S

The new application form, SBA Form 3508S, can be used by PPP borrowers applying for forgiveness on PPP loans with a total loan amount of \$50,000 or less, unless those borrowers together with their affiliates received loans totaling \$2 million or more.

<https://www.sba.gov/sites/default/files/2020-10/PPP%20Loan%20Forgiveness%20Application%20Form%203508S.pdf>

<https://www.sba.gov/sites/default/files/2020-10/PPP%20Loan%20Forgiveness%20Application%20Form%203508S%20Instructions.pdf>

A new Interim Final Rule

Under the IFR, PPP borrowers of \$50,000 or less are exempted from any reductions in forgiveness based on:

- Reductions in full-time-equivalent (FTE) employees; and
- Reductions in employee salary or wages.
- <https://www.sba.gov/sites/default/files/2020-10/PPP%20-%20IFR%20--%20Additional%20Revisions%20to%20Loan%20Forgiveness%20and%20Loan%20Review%20Procedures%20Interim%20Final%20Rules.pdf>

The IFR streamlines the forgiveness process for PPP borrowers of \$50,000 or less because they will not be required to perform potentially complicated FTE or salary reduction calculations.

Borrowers of \$50,000 or less still will have to make some certifications and provide documentation to the lender for payroll and nonpayroll costs.

The forgiveness amount cannot exceed the PPP Loan Amount

Borrower makes certifications instead of calculations



A BORROWER MAY USE THIS FORM ONLY IF THE BORROWER RECEIVED A PPP LOAN OF \$50,000 OR LESS. A Borrower that, together with its affiliates, received PPP loans totaling \$2 million or greater cannot use this form.

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		Business TIN (EIN, SSN)	Business Phone
		() -	
		Primary Contact	E-mail Address

SBA PPP Loan Number: _____ Lender PPP Loan Number: _____
PPP Loan Amount: _____ PPP Loan Disbursement Date: _____
Employees at Time of Loan Application: _____ Employees at Time of Forgiveness Application: _____
EIDL Advance Amount: _____ EIDL Application Number: _____
Forgiveness Amount: _____

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.

- The dollar amount for which forgiveness is requested does not exceed the principal amount of the PPP loan and:
 - was used to pay costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; or business utility payments);
 - includes payroll costs equal to at least 60% of the forgiveness amount;
 - if a 24-week Covered Period applies, does not exceed 2.5 months' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$20,833 per individual; and
 - if the Borrower has elected an 8-week Covered Period, does not exceed 8 weeks' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$15,385 per individual.
- I understand that if the funds were knowingly used for unauthorized purposes, the federal government may pursue recovery of loan amounts and/or civil or criminal fraud charges.
- The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness, and has accurately calculated the forgiveness amount requested.
- I have submitted to the Lender the required documentation verifying payroll costs, the existence of obligations and service (as applicable) prior to February 15, 2020, and eligible business mortgage interest payments, business rent or lease payments, and business utility payments.
- The information provided in this application and the information provided in all supporting documents and forms is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- The tax documents I have submitted to the Lender are consistent with those the Borrower has submitted/will submit to the IRS and/or state tax or workforce agency. I also understand, acknowledge, and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of ensuring compliance with PPP requirements and all SBA reviews.
- I understand, acknowledge, and agree that SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the PPP regulations and guidance issued by SBA through the date of this application. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

Signature of Authorized Representative of Borrower _____ Date _____
Print Name _____ Title _____



Required Payroll Documentation for Form 3508S

Payroll: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered/Alternative Period consisting of each of the following:

- Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered/Alternative Period:
- Payroll tax filings reported to the IRS (typically, Form 941); and
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported,
- Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount.



DPS Clients

You can use the PPP Forgiveness Report with a few modifications
Summary tab

CARES PPP Loan Forgiveness Report											
Client: TRADEM Tracy's Demo Company											
Weekly FTE Hours: 40											
Weekly/BiWeekly Coverage Option: Alternative Payroll Covered Period - start with the pay period beginning on or after the loan date.											
Monthly/Semi-Monthly Coverage Option: Covered Period											
Incurred Or Paid Option: Include all payrolls paid or incurred during the Covered/Alternative period for Payroll Cost Only.											
Incurred Pay Period Option: Include ONLY Days incurred within the Loan Period for Last Pay Period when using Incurred or Paid Option.											
Covered Period Duration: 24 Weeks											
Reduction in Headcount				* Indicates Override Loan End Date in Use	Best Option - Highlighted (Used in						
Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for FTE	# of Payrolls	Average FTE Feb 15 - June 30, 2019	Average FTE Jan 1 - Feb 29, 2020	Average FTE Loan Period	Percent Headcount	Loan Forgiveness Reduction
TRADEM	Tracy's Demo Company	4/9/2020	Alternative Payroll Covered Period	4/17/2020 to 7/23/2020	4/17/2020 to 7/23/2020	6	64.7	75.1	69.1	100.00%	0.00%
Reduction in Wages											
Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for Payroll	# of Payrolls	Total Eligible Payroll Costs	Reduction In Wages			
TRADEM	Tracy's Demo Company	4/9/2020	Alternative Payroll Covered Period	4/17/2020 to 7/23/2020	4/3/2020 to 7/23/2020	7	687,420.49	12,347.49			
TOTAL:							687,420.49	12,347.49			
Providing an accurate calculation of the loan forgiveness amount is the responsibility of the borrower, and the borrower attests to the accuracy of its reported information and calculations on the Loan Forgiveness Application Form. Interim Final Rule, SBA Docket Number 2020-SBA-0038.											

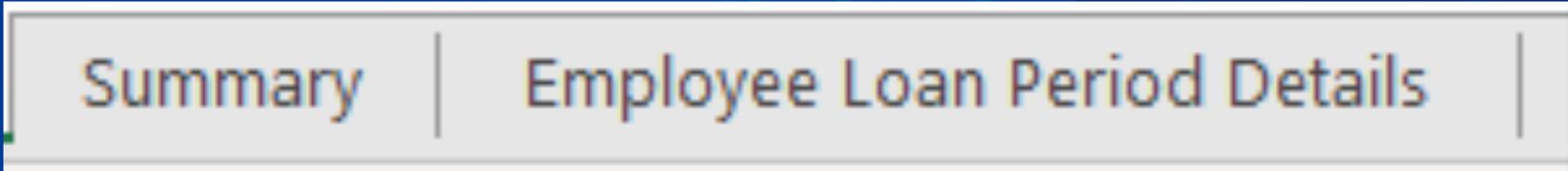
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Covered Period Duration: 24 Weeks												
Reduction in Headcount				* Indicates Override Loan End Date in Use								
Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for FTE	# of Regular Payrolls						
TRADEM	Tracy's Demo Company	4/9/2020	Alternative Payroll Covered Period	4/17/2020 to 7/23/2020	4/17/2020 to 7/23/2020	6						
Reduction in Wages												
Company Code	Company Name	Loan Date	Loan Period Type	Loan Period	Payroll Periods in Loan Period for Payroll Cost	# of Regular Payrolls	Total Eligible Payroll Costs					
TRADEM	Tracy's Demo Company	4/9/2020	Alternative Payroll Covered Period	4/17/2020 to 7/23/2020	4/3/2020 to 7/23/2020	7	687,420.49					
TOTAL:							687,420.49					
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DPS Clients

You can use the PPP Forgiveness Report with a few modifications

Employee Loan Period Details tab is the only documentation needed for payroll cash compensation for Form 3508S



Any Tax forms that you may need will be found under reporting > Quarterly Reports on Demand

Q3 reports will be available approx. the 3rd week in October



Required Nonpayroll Documentation of Form 3508S

Nonpayroll: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.

- Business mortgage interest payments: Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
- Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
- Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments



Inputting FFCRA hours to
iSolved

When entering either E-Sick 2/3 /100% or E-FMLA, navigate to Payroll Processing > Payroll Entry > Time Entry Grid

Search the menu

Time Entry Grid | Pay Date: 10/23/2020 | Payroll Period: 10/12/2020 - 10/18/2020

Template: ALL | Org Category: ALL | Status: Active

Entry Report | Entry Export | Value: | Employee Type: ALL

Show Sort Expand Employee Name Show Total Hours Show Total Dollars Show Total Deductions Show Total Taxes

NAME	SALARY/RATE	BLOCK	TOTAL HRS	DEPARTMENT	E-SICK 2/3 (EARN HRS)	REGULAR (EARN HRS)	E-SICK 100% (EARN HRS)	E-FMLA 2/3 (EARN HRS)
Alexander, Colton	Rate: 14.5000		0.00					
B...	Rate: 14.5000		0.00					
B...	Rate: 15.9000		0.00					
C...	Rate: 24.2500		0.00					
C...	Rate: 18.1000		0.00					
C...	Rate: 14.5000		0.00					

Key in the FFCRA hours to be paid to the employee
 The employee will be paid at 100% or 2/3 the rate entered
 under Employee Management > Employee Pay > Earnings

E-SICK 2/3 (EARN HRS)	REGULAR (EARN HRS)	E-SICK 100% (EARN HRS)	E-FM (EARN HRS)

No Override Rate

iSolved Reports for FFCRA Leaves

To determine the wages and hours for employees with irregular schedules and/or variable rates. DOL requests a 6 month look back if possible, from the date of leave request

The screenshot displays the 'Client Reports' interface. At the top, there is a 'Report Category' dropdown set to 'All' and a search box containing 'FF' with a 'Filter' button. Below this is a table of report options:

Output Name	Report Type
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
FFCR Act Business Credits	Date Range
FFCRA Average Hours and Wage Report	Date Range
Leave Time Off and Accrual History	Date Range
Paid Time Off Report	By Payroll Run

On the right side, there is a 'Generate Report' button and a 'Go To My Reports Queue' button. A notification banner states: 'Once your report request has been submitted you can do any of the following: Run another report Reports Queue for 72 hours.'

The 'FFCRA Average Hours and Wage Report' section includes a description: 'Average Hours and Wage report for FFCRA - Only includes full pay periods for new employees. This report will only include a new employee's first check if their hire date is the first day of the pay period.'

The 'Filtering' section contains the following fields:

- From Date: []
- To Date: []
- Date Type: Pay Date
- Legal Company: []
- Pay Groups: []
- Employee Status: []
- Employment Categories: Employment Categories
- Organization Level: Office, Department
- Employee: []

The 'Sorting' section has three dropdown menus for Sort Field 1, Sort Field 2, and Sort Field 3.

The 'Options' section has a 'Format' dropdown set to 'Excel'.

Qualified Health Plan Expenses are also part of the FFCRA tax credit

Navigate to Payroll Processing > Payroll Entry > Individual Time Entry

Search the menu

EMPLOYEE MANAGEMENT

PAYROLL PROCESSING

- Payroll Entry <
- Time Entry Grid
- Individual Time Entry**
- Void Third Party Checks
- Time Entry Totals
- Additional Check Entry Grid
- Timecard Import
- Labor Entry Grid
- Remove Pending Checks
- Payroll Entry Setup >
- Process Payroll
- Close Pay Period
- Preview Payroll
- Payroll Run History

Individual Time Entry | Pay Date: 10/23/2020 | Payroll Period: 10/12/2020 - 10/18/2020

Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		0.00	0.00	0.00	0.00 Options

+ Add New | Preview Check | Refresh

Deduction	Scheduled	Block	Dollars	Memo Calc	Scheduled	Block	Dollars
Medical Leave	Rate: 14.5000	<input type="checkbox"/>					
Total			0.00				0.00
Medical PreTax	\$: 25.42	<input type="checkbox"/>		Er Life		<input type="checkbox"/>	
401K		<input type="checkbox"/>		Er Med	\$: 74.41	<input type="checkbox"/>	
401K Ln		<input type="checkbox"/>		Co401 K		<input type="checkbox"/>	
LTD		<input type="checkbox"/>		Roth Match		<input type="checkbox"/>	
Savings		<input type="checkbox"/>		Roth match??		<input type="checkbox"/>	
Misc		<input type="checkbox"/>		Er Vision	\$: 1.19	<input type="checkbox"/>	
Prc Fee		<input type="checkbox"/>		EFMLA Medical		<input type="checkbox"/>	
Drug Sc		<input type="checkbox"/>		ESICK Medical		<input type="checkbox"/>	
Ee Sav		<input type="checkbox"/>					
Total							0.00

Here is an example:

- Employee collects the COVID-19 Sick pay for 32 hours in one week
- The Employer cost of health care per week is \$100 based on a 40-hour work week
- The allocated health care plan expenses for Sick would be $\$100/40 \times 32 \text{ hours} = \80

Payroll Processing

All earning types reported under E-Sick or E-FMLA pay types will be available on your Payroll Register on The Company Total Page

Company Total													
Employees Paid:	55	Voids/Manuals Included:	None	Total Net Pay:	99,018.12	Total Check Amount:	0.00	Active:	57				
Live Checks:	0	Check Numbers:	None	Live Check Net Pay:	99,018.12	Live Check Amount:	0.00	Inactive:	4				
Vouchers:	55	Direct Deposit Vouchers:	V [REDACTED]	Direct Deposits:	62	Total Direct Deposit:	99,018.12	Terminated:	166				
Earnings	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Deductions	Current	YTD	Taxes	Wage	Tax	YTD Wage	YTD Tax
Regular		312.45	12,394.90	4,260.59	171,044.51	125Hit	2,861.07	53,519.87	SOC SEC EE	126,551.30	7,846.24	1,628,868.57	100,989.88
E-Sick 100%		0.00	0.00	171.00	4,640.74	125Dtl	379.02	7,866.34	MED EE	126,551.30	1,835.07	1,628,868.57	23,618.66
Salary		4,109.85	112,237.89	49,351.60	1,389,958.02	125Vis	117.74	2,188.62	FEDERAL WH	126,551.30	17,851.87	1,628,868.57	152,986.77
PTO		129.50	3,799.82	2,591.24	74,626.34	125Acc	0.00	108.48					
FH		0.00	0.00	92.00	2,439.79	STD	0.00	1,256.70					
Holiday		0.00	0.00	1,385.00	40,045.76	125DepCare	0.00	1,970.55					
Bonus		0.00	425.00	0.00	4,875.00	HSA Updates	381.15	11,892.66					
Misc		0.00	0.00	0.00	450.00	Givful	0.00	216.25					

iSolved Reports for FFCRA Leaves

Search the menu

- EMPLOYEE MANAGEMENT
- PAYROLL PROCESSING
- REPORTING
- CLIENT MANAGEMENT**
 - Executive Dashboard
 - ACA Executive Dashboard
 - Client Landing Page
 - Client Summary
 - Mass Email Utility
 - Client Maintenance >
 - Billing >
 - Payroll >
 - Taxes <
 - Tax Maintenance
 - Business Credits**
 - Add State Taxes
 - Add Local Taxes
 - Add Historical Tax Groups
 - Delete Taxes
 - Work Locations >

Business Credits

Credit Type	Amount	Balance
FFCR Act - SickPay	2201.08	0.00
FFCR Act - SickPay	418.64	0.00
FFCR Act - SickPay	842.86	0.00
FFCR Act - SickPay	1245.45	0.00
FFCR Act - SickPay	905.25	0.00
FFCR Act - SickPay	565.78	0.00

Detail Transaction History

+ Add New Edit Delete Refresh Save Cancel

Credit Details

* Credit Type: FFCR Act - SickPay

* Total Credit Amount: 2201.08

Credit Previously Utilized: 0

Remaining Balance: 0

Date Entered: 7/9/2020

Notes:

Other Details

Qualified Employee Sick Payments: 2169.62

Employer Medicare Credit on Payments: 31.46

Qualified Employer Health Plan Expenses: 0

Request of Advance payment of Employer Credit: 0

* Filing Type: Form 941

* Pay Date: 7/13/2020

iSolved Reports for FFCRA Leaves

Client Reports

Report Category:
Search:

Output Name	Report Type
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
FFCR Act Business Credits	Date Range
FFCRA Average Hours and Wage Report	Date Range
Leave Time Off and Accrual History	Date Range
Paid Time Off Report	By Payroll Run

[Generate Report](#) [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to Reports Queue for 72 hours.

FFCR Act Business Credits

Export FFCRA Act Business Credits detailing tax credit amounts by company by payroll run

Filtering

From Date:

To Date:

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Options

Format:

FFCR Acts Business Credits Report lists credits as well as the pay period detail of when the credit was taken during the date range selected.

We are answering your questions live on the air right now.

Please submit questions through the **Q&A function**,
not the chat option at the bottom of your screen.



Questions?

For legislative and regulatory questions, please email:

questions@dominionpayroll.com





Don't forget to wash your hands!

