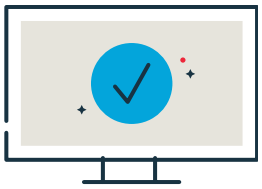


SBA PAYMENT PROTECTION PROGRAM (PPP)

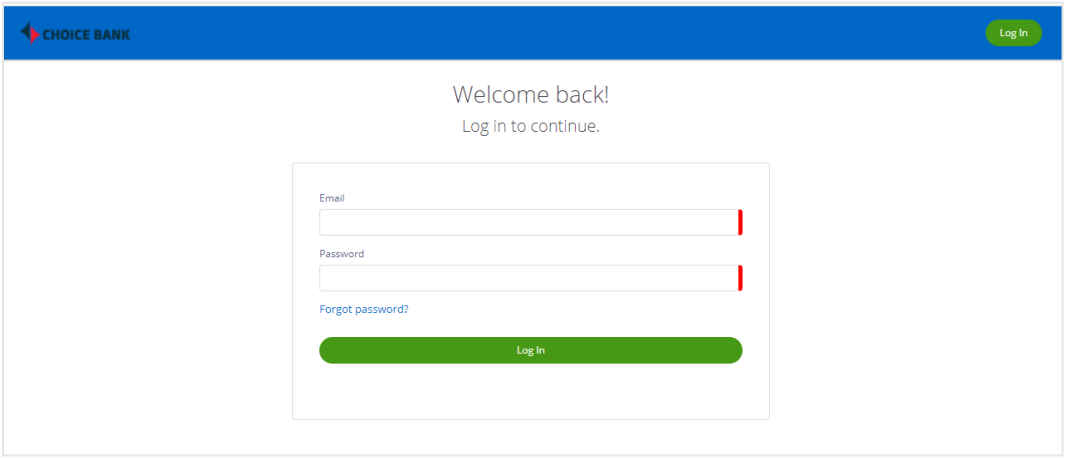
Forgiveness Application Form 3508EZ Portal User Guide

CHOICE BANK

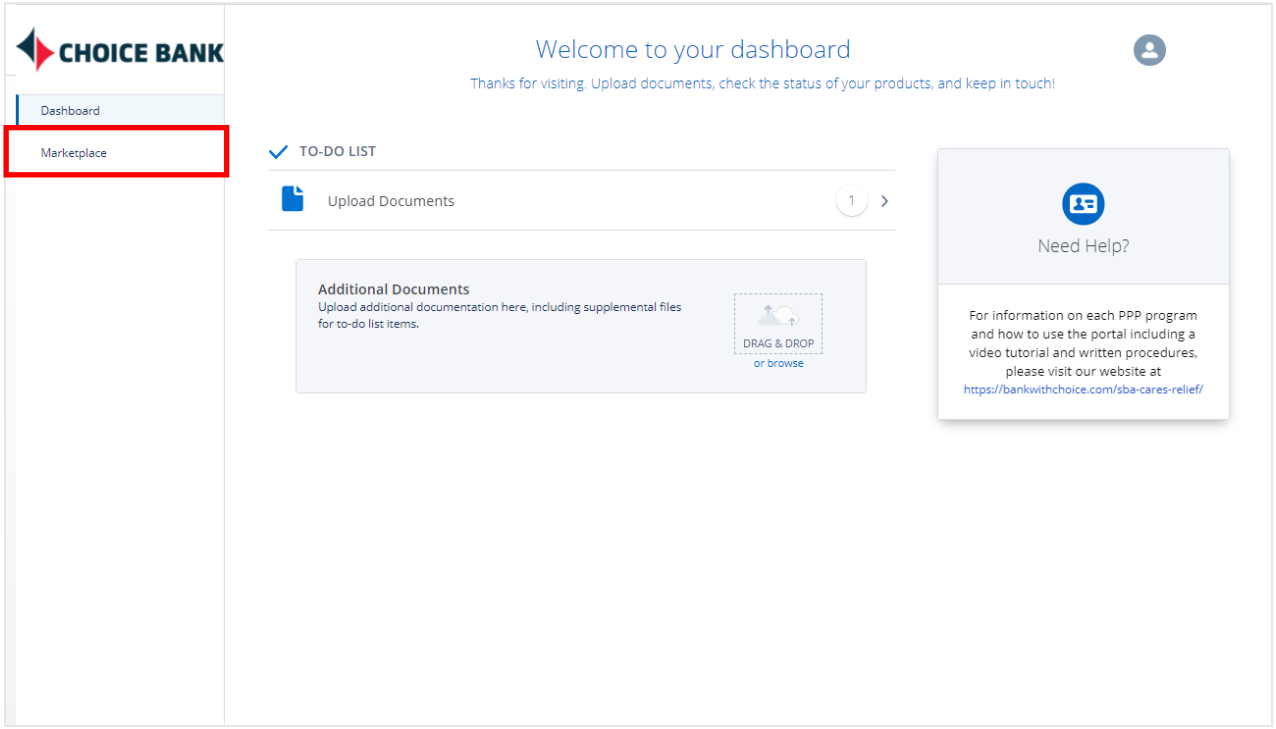
#PeopleFirst

Choice Bank is a division of CFG. Member FDIC.

1. Login to the Customer Portal: https://bankwithchoiceppp.force.com

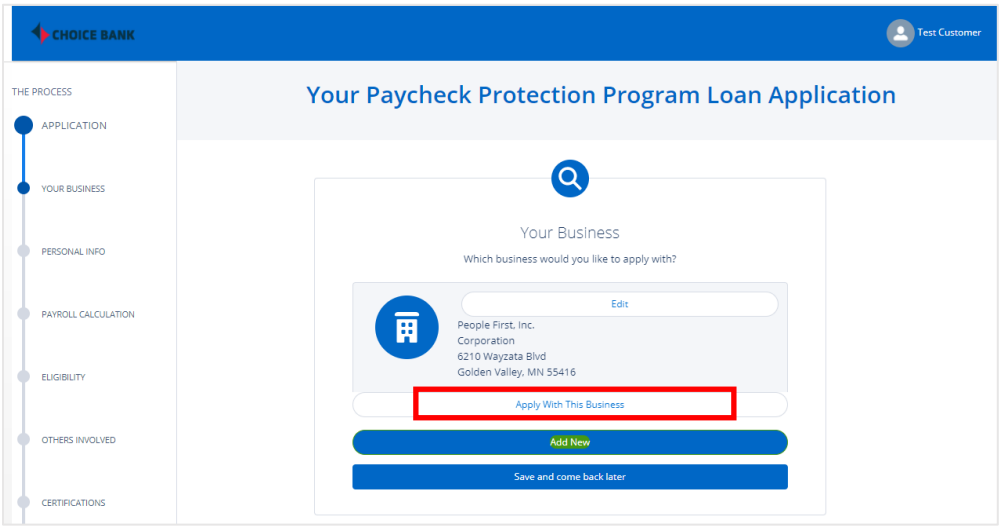


2. Navigate to the **Marketplace** to choose an application.
   Note: If you are not able to see the Marketplace tab, make sure you are using Google Chrome or Microsoft Edge.



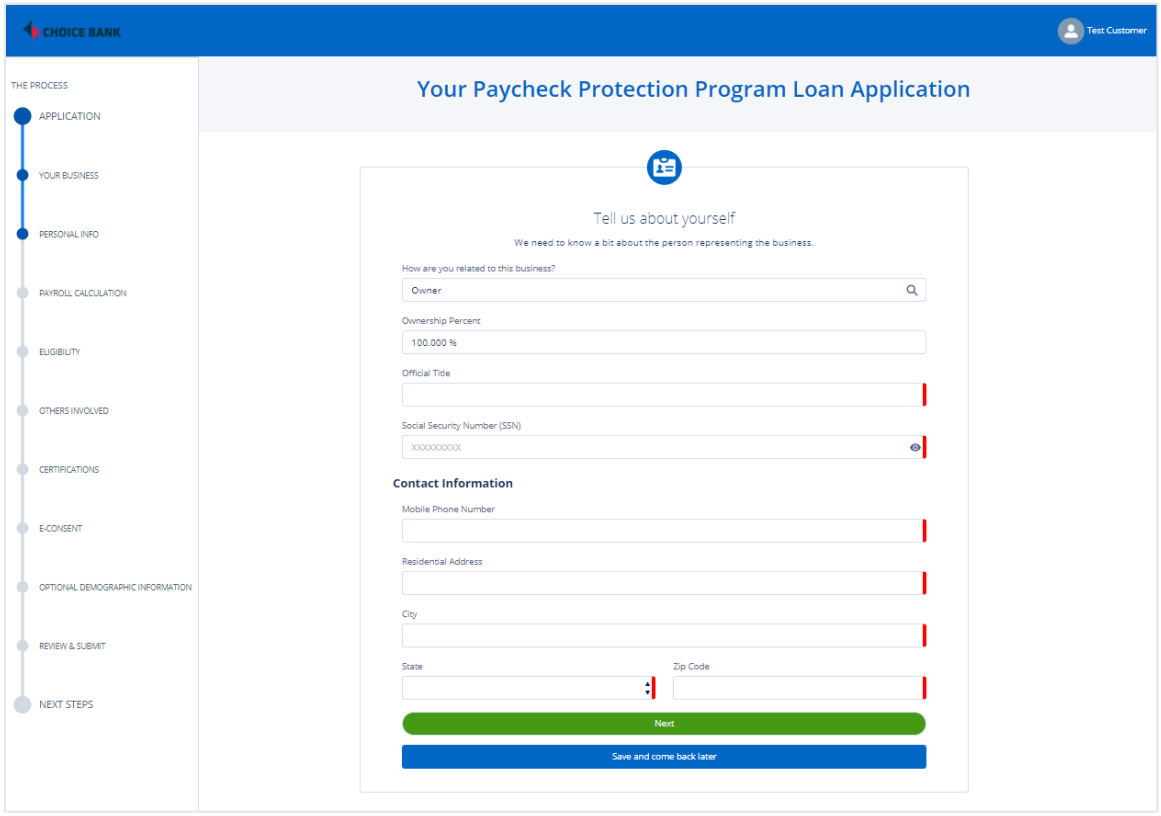
3. Click **Apply** on Forgiveness 1st Draw Paycheck Protection Program Loan or the Forgiveness 2nd Draw Paycheck Protection Loan.

4. Click **Apply With This Business** to start the application process.

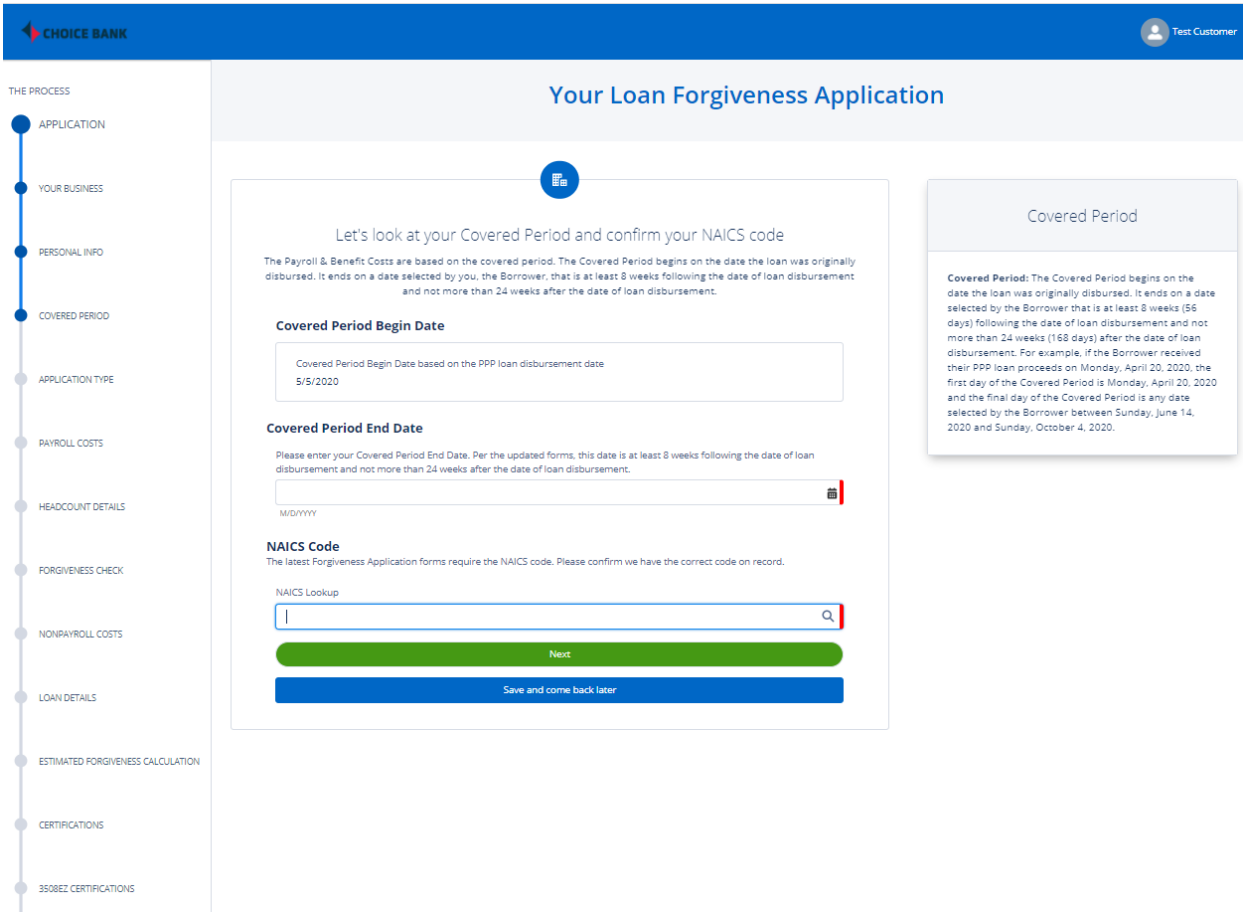


5. Tell us about yourself, this information should be completed based on the individual and/or the authorized representative of the business.

Note: Each field that has a red line to the right requires an answer before proceeding to the Next screen. The applicant has the option to click **Save and come back later** if needed.

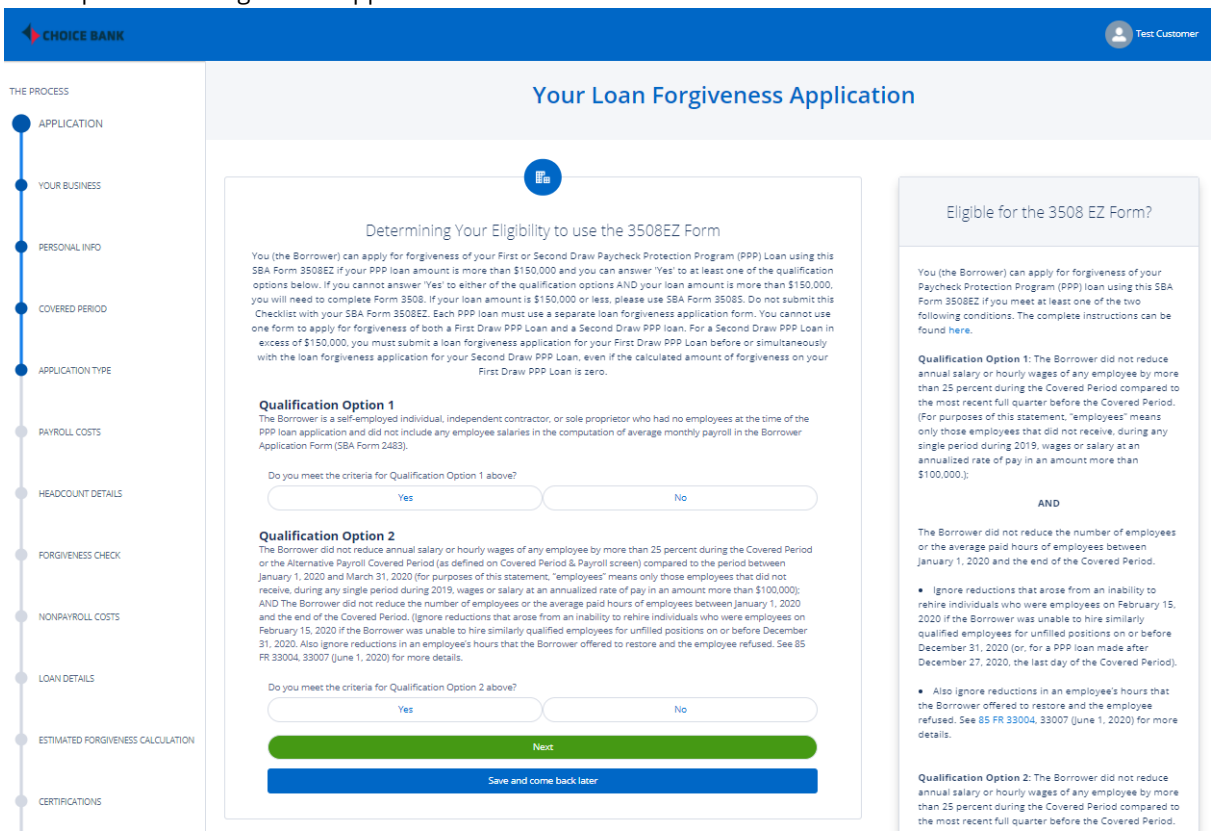


6. Select your **Covered Period End Date**, at least 8 weeks following the date of loan disbursement and not more than 24 weeks. Enter the **NAICS Code**, applicants must match the business activity code provided on their IRS income tax filing. This field is searchable by numbers or words.

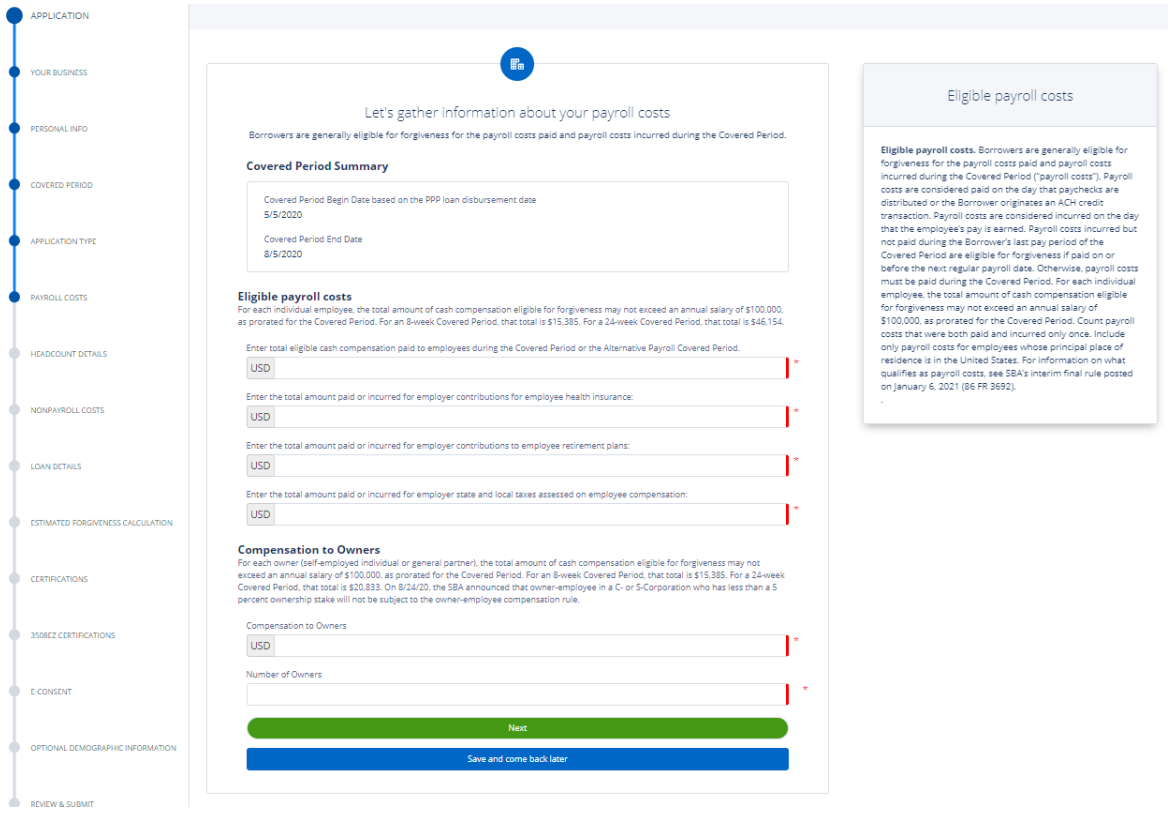


Note: Utilize the Help text on the right to complete these questions.

7. This screen will be asking the applicant Qualification questions to determine if you are able to complete the 3508EZ forgiveness application. If you cannot answer Yes to either qualification question then you will need to complete 3508 forgiveness application.

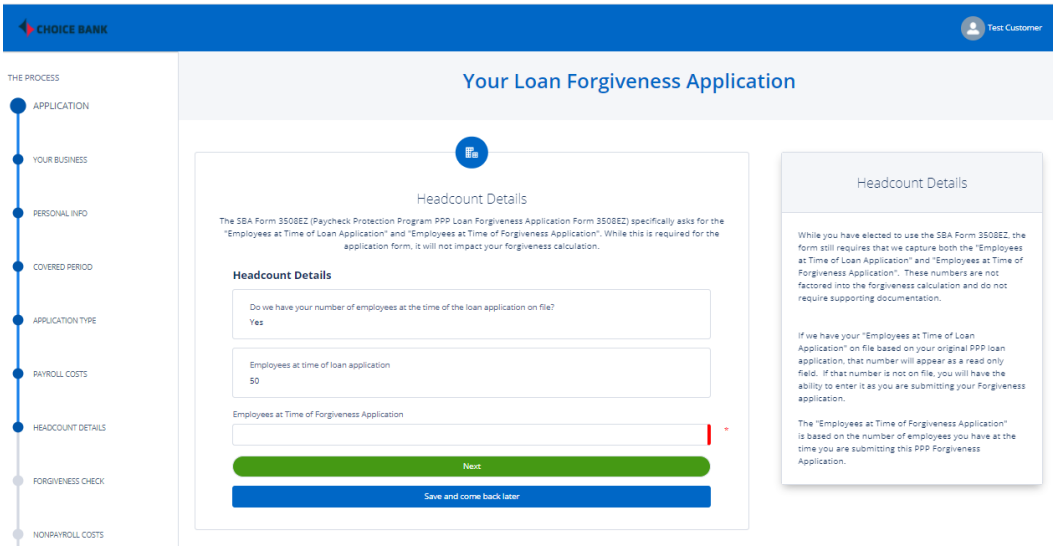


8. Enter the Eligible Payroll Costs/Compensation to Owners
    a. **Eligible Payroll Costs** – includes cash compensation to employees, employee health insurance, employee retirement plans, and state/local taxes assessed on employee compensation.
    b. **Compensation to Owners** – For an 8-week Covered Period the compensation to owners is limited to $15,385 and for a 24-week Covered Period that total is $20,833.



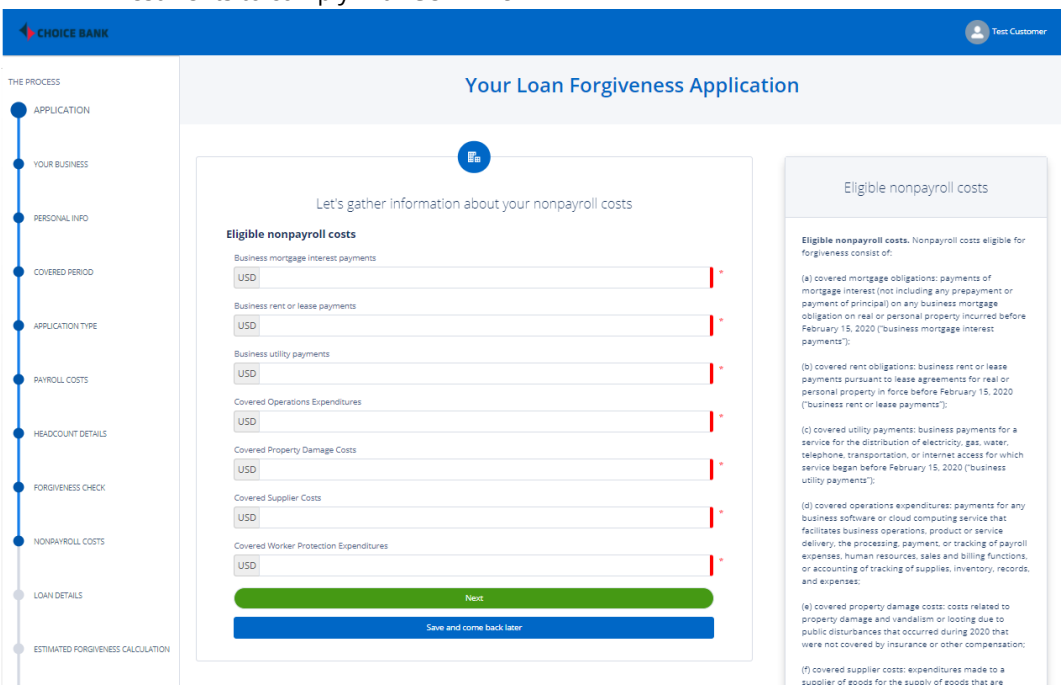
Note: Utilize the Help text on the right to complete these questions.

9. Enter the **Headcount Details** at the time of Forgiveness Application.

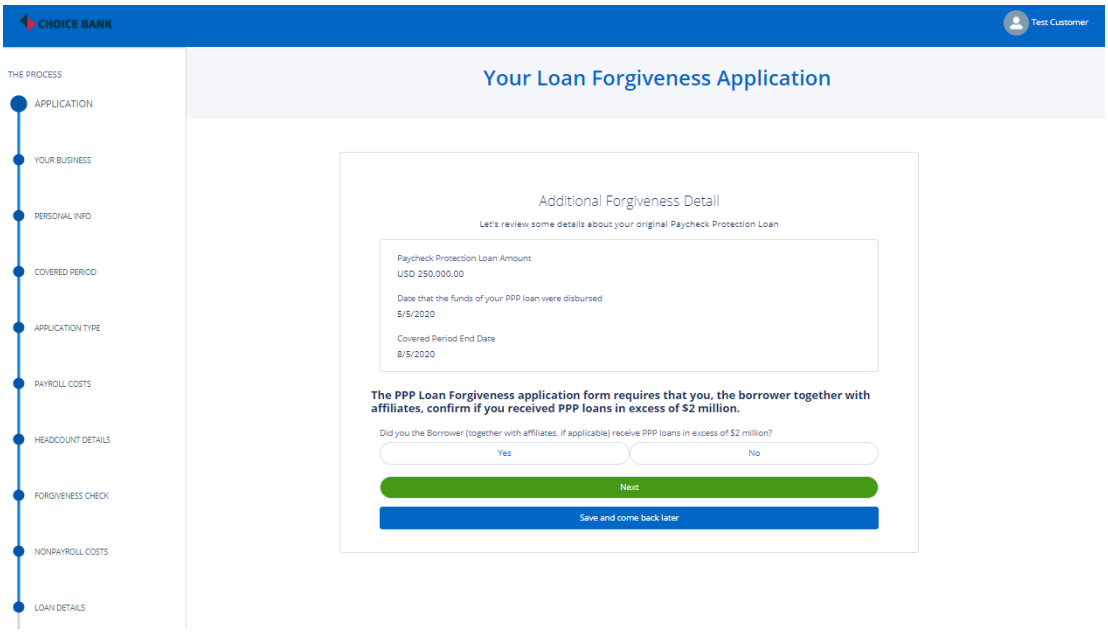


10. **Forgiveness Check** – take a quick look at the application, if based on the payroll information entered you meet 100% loan forgiveness you may not want to enter non-payroll costs.

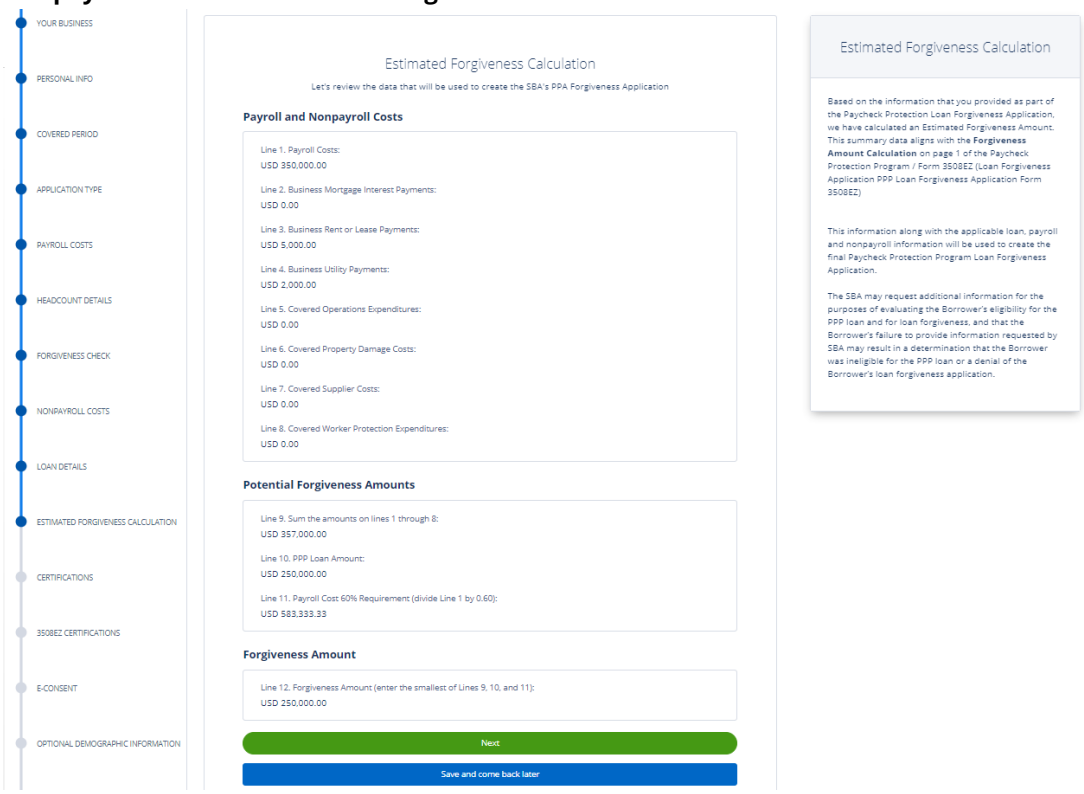
11. **Eligible Non Payroll Costs** includes:
    a. **Business mortgage interest payments** – interest payments, not principal payments on real or business property
    b. **Business rent or lease payments** – on business property
    c. **Business utility payments** – services such as electricity, gas, water, transportation, telephone, or internet access
    d. **Covered Operations Expenditures** – including payments for software, cloud computing and other HR and accounting needs
    e. **Covered Property Damage Costs** – during 2020 due to public disturbances not covered by insurance
    f. **Covered Supplier Costs** – related to contract or purchase order in effect prior to loan, that are essential to operations
    g. **Covered Worker Protection Expenditures** – personal protective equipment or adaptive investments to comply with COVID 19



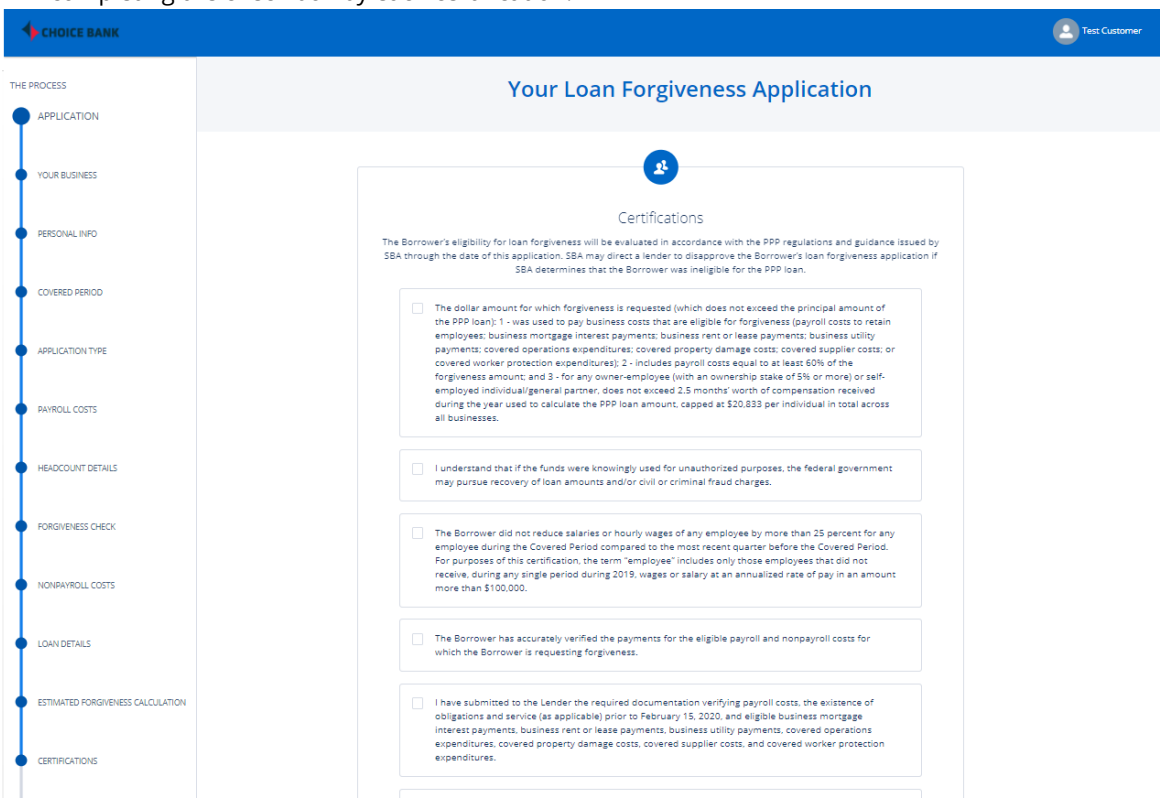
12. Additional Forgiveness Details – indicate if the borrower together with affiliates receive a PPP loan in excess of $2 million.



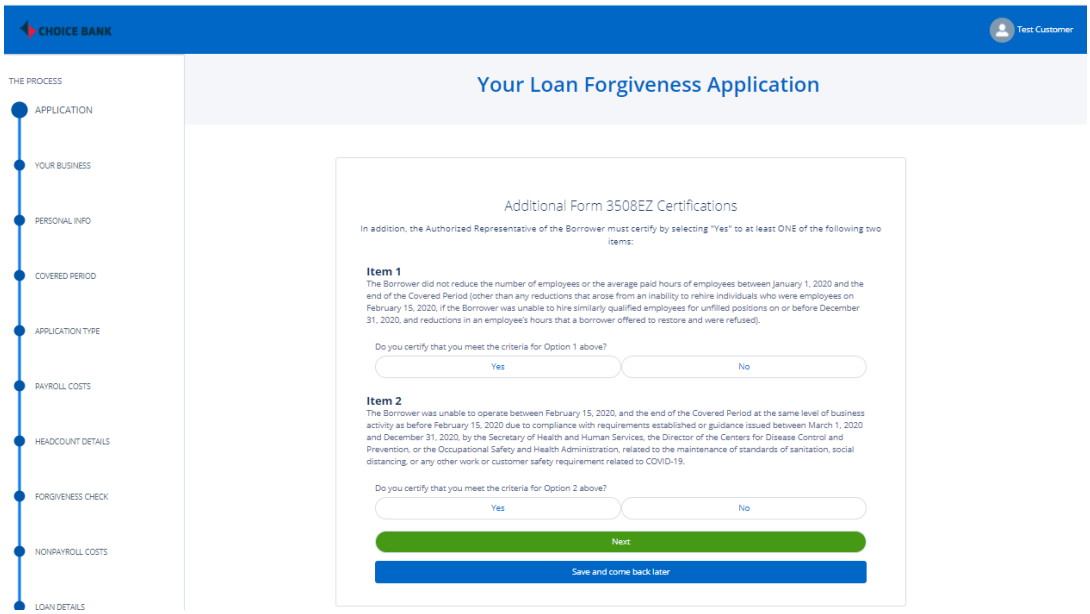
13. Estimated Forgiveness Calculation – review the data that has been entered under the **Payroll and Nonpayroll Costs** and review the **Forgiveness Amount**.



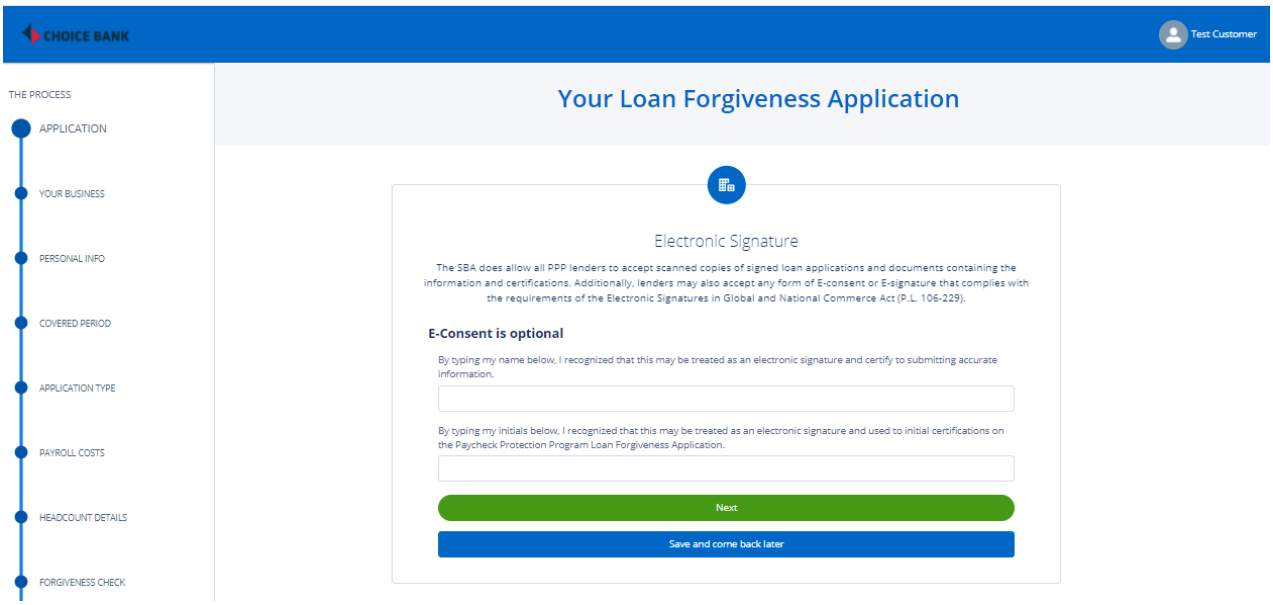
14. Certifications, the authorized representative will need to certify in good faith each statement by completing the check box by each certification:



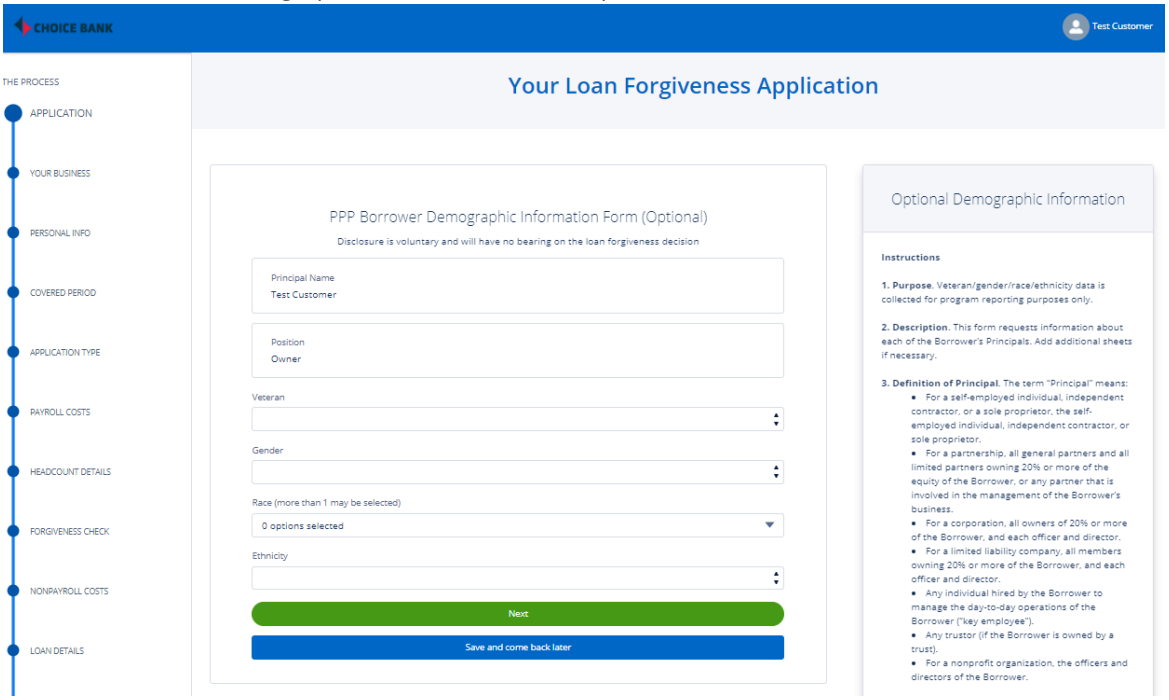
15. Additional Form 3508EZ Certifications - the authorized representative will need to certify by selecting Yes to at least one of the following two items:



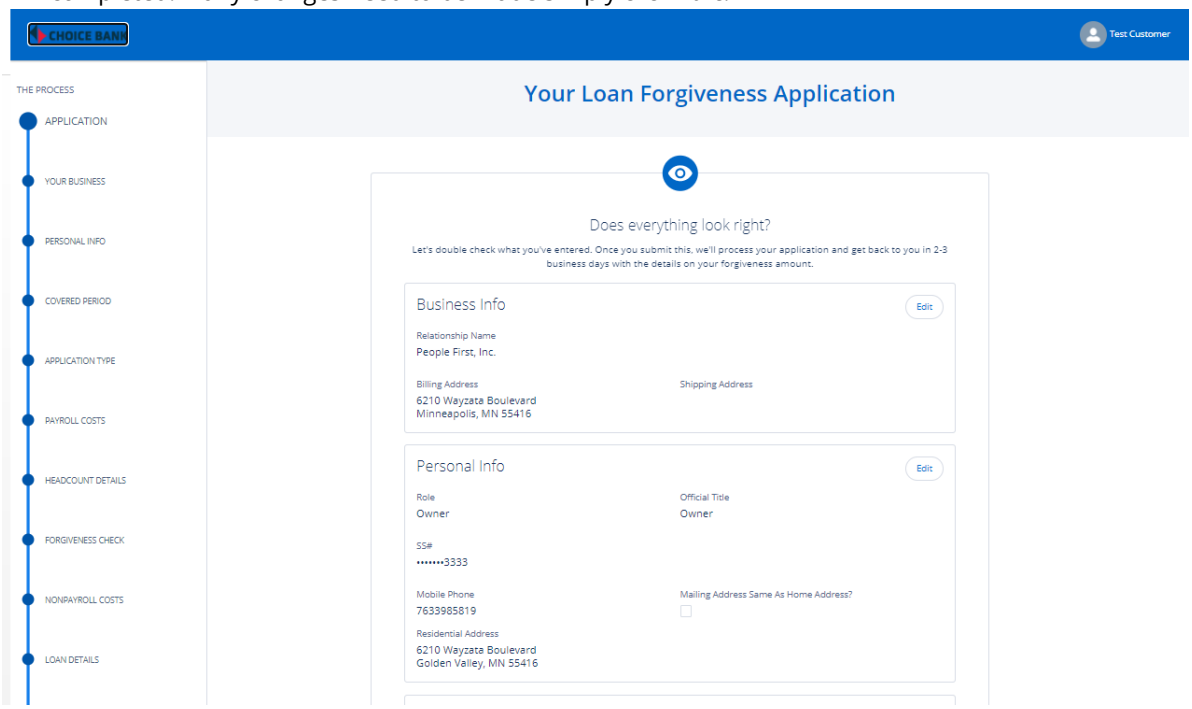
16. Electronic Signature, the Authorized Representative of the business will complete this section.



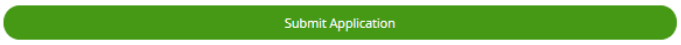
17. PPP Borrower Demographic Information Form (Optional):



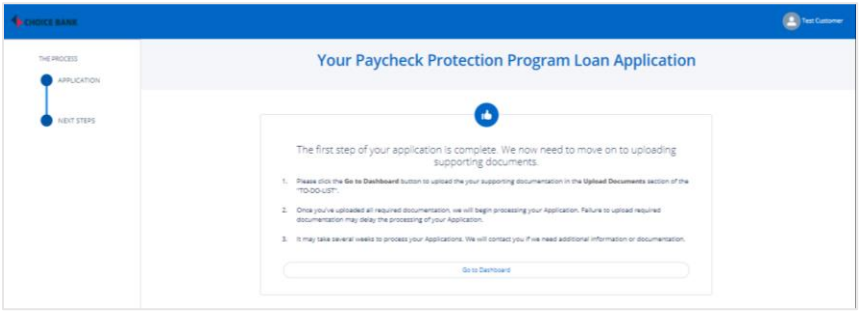
18. Before submitting the Application you will have the opportunity to review the information that was completed. If any changes need to be made simply click **Edit**.



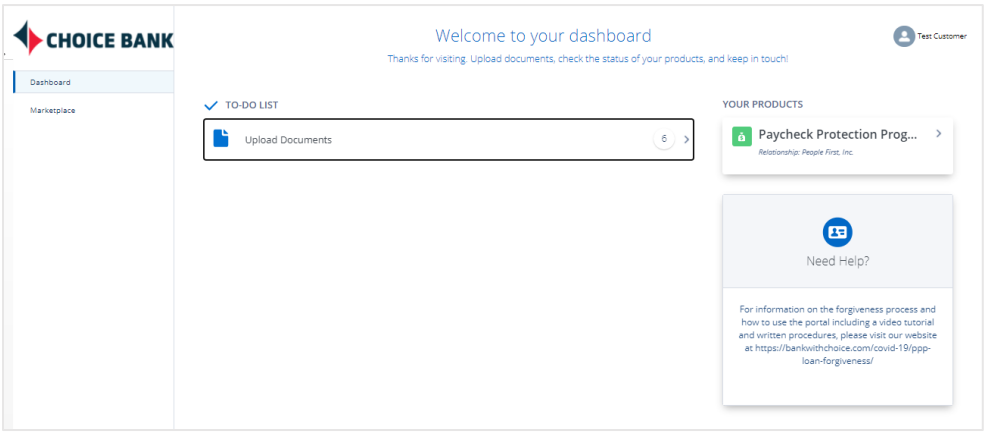
19. After the review for accuracy is completed, click **Submit Application**.

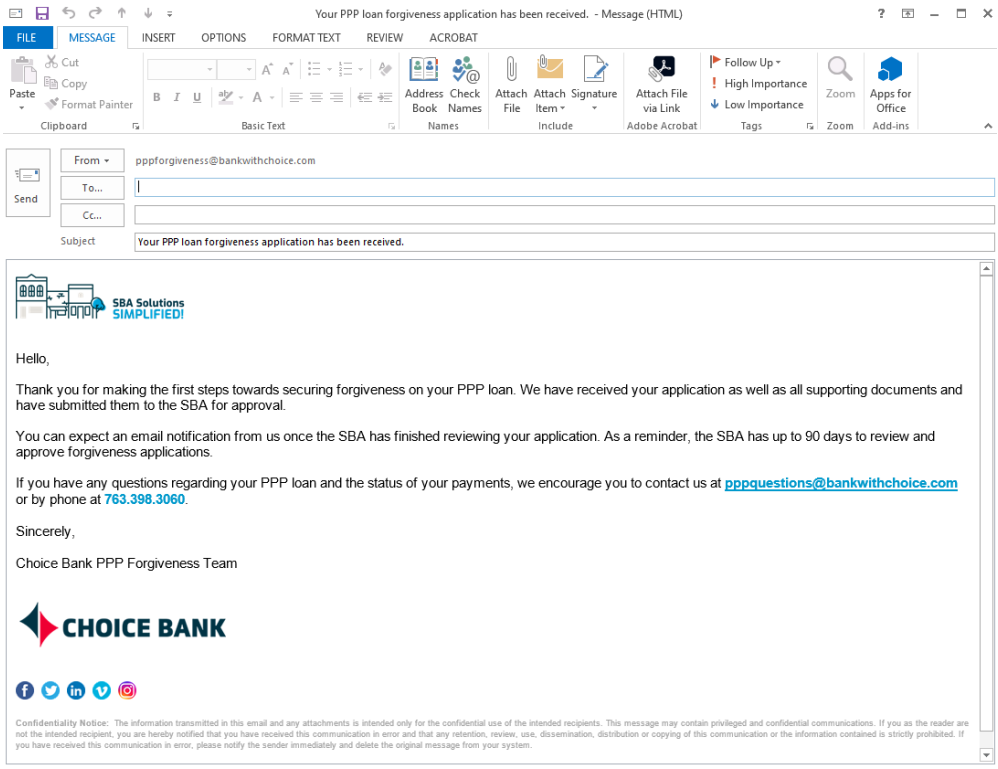


20. Once you click **Submit** Application, you will get the option to go to **Dashboard** to upload supporting documents.



21. To complete the application process you will need to **Upload Documents** that support the calculations and are required based on the entity type. **Supporting documentation based on forgivable payroll and non-payroll expense are required along with the forgiveness application.** Visit our website for details on the required documentation https://bankwithchoice.com/ppp-loan-forgiveness/



Note: The documents are required to be in the following format: .pdf,.xls,.xlsx,.csv,.doc,.docx,.jpg,.jpeg,.png

22. Our Forgiveness Team will notify you once we have sent the Forgiveness Application to the SBA, with an email similar to the one below. The SBA has 90 days to review and approve the loan forgiveness.