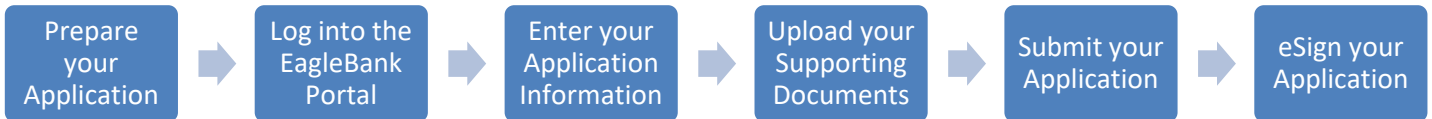




EagleBank – PPP – SBA Form 3508EZ Forgiveness Application Process

The EagleBank Forgiveness Application Process follows six steps. This document will provide you with information on how to complete each step to complete your Forgiveness Application using EagleBank’s online portal.



1 Prepare your Application

Your first step is to determine which Forgiveness application you should use for your PPP Loan. At the end of this document is a decision tree entitled “Which Forgiveness application should I use?” to assist you with determining which Forgiveness application is best suited to your situation. This document will provide instructions for completing the online SBA Form 3508EZ via EagleBank’s Online PPP Portal.

EagleBank highly recommends that you download the most up-to-date Paycheck Protection Program SBA Form 3508EZ Forgiveness Application and Instructions, as the SBA makes periodic updates to these documents.

The link to the SBA website is: <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

Calculate your payroll and nonpayroll costs after reviewing the SBA’s instructions.



2 Log into the EagleBank Portal

EagleBank is accepting PPP Forgiveness Applications via its online portal. To log into the portal you will need the following three pieces of information:

- The email address of the authorized signer that was included on your original PPP Application. Please note, if there was more than one authorized signer on your original PPP Application, any of the authorized signers can submit the PPP Forgiveness Application. However, once one authorized signer begins the process, they are the only party that can complete the application and submit it to the Bank.
- The organization's Tax ID.
- The authorized signer's social security number.


Click on the URL below or cut and paste the URL into your browser. Please note, the portal is compatible with either Internet Explorer 11 or Google Chrome.

EagleBank PPP Forgiveness Portal: <https://eaglebankcorp.expressbankloan.com/2/#/match>

The following page will display:

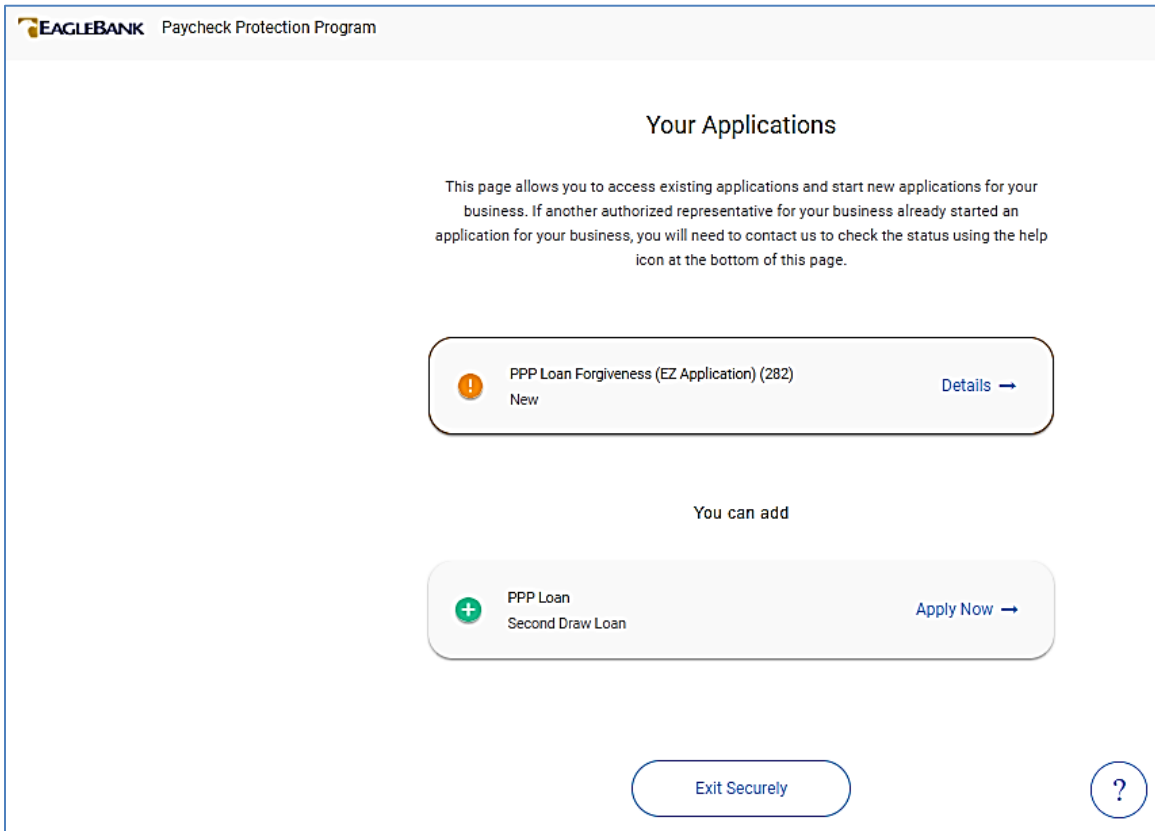
The screenshot shows the EagleBank Paycheck Protection Program portal. At the top left is the EagleBank logo and the text "Paycheck Protection Program". The main heading is "Existing Customers: Look Up Your Account". Below this is a paragraph: "We will use this information to look up your company information and when applicable your Paycheck Protection Program (PPP) loan information. If you have recently submitted an application, please check your email for information on how to check the status of your loan." Below the paragraph is a link: "Not an existing customer? Click here to get started." There are three input fields: "Business TIN (EIN or SSN)", "Authorized Representative Email Address", and "Authorized Representative Personal SSN". Each field has a small "i" icon to its right. At the bottom is a reCAPTCHA widget with the text "I'm not a robot" and the reCAPTCHA logo.



Throughout the portal, you can click on this icon to get additional information or find out the purpose of a certain field:  [Learn more](#)

Enter the required data and click the 'I'm not a robot' check box. After validation, the 'Find My Account' button will turn blue. Click on the 'Find My Account' button.

A screen will display the PPP applications available to your organization.



Click on the button for your PPP Loan Forgiveness Application.

3 Enter Your Application Information

The portal supports all SBA Forgiveness applications, SBA Forms 3508S, 3508EZ and the SBA Form 3508 standard application. Once you select the appropriate SBA Forgiveness application form for your business, you will only be shown fields that require your update or input.

Fields will either be:

- Blank for you to enter data.
- Drop down fields for you to select the correct response for your organization.
- Pre-filled from data you provided during the initial PPP application process.



EagleBank will complete the following fields for your application and you do not need to gather these data elements:

- SBA Loan Number
- Lender PPP Loan Number
- Your PPP Loan Amount
- Your PPP Loan Disbursement Date

NOTE: You can also 'Save' your application if you need to come back to complete it later. You will need to scroll to the bottom of the page, enter your SSN, and click the 'Save' button.

Upon entering the portal, you will first need to verify your business information. This information will be pre-filled by the Bank, all fields except for the Business Name can be updated by clicking on the down arrow to expand the section to update the data fields. The Business Industry or NAICS code is also in this section.

Your Applications / PPP Loan Forgiveness (EZ Application)

Business Information

This Company
123 MAIN ST
LAUREL, MD 20708
(301) 111-2222

A blue circle highlights a downward-pointing arrow icon on the right side of the form, indicating that the form is collapsed.

Business Information

Business Name
This Company

Business phone
(301) 111-2222

Business Industry
Commercial Bakeries

The form is expanded to show input fields for Business Name, Business phone, and Business Industry. The Business Industry field is currently set to "Commercial Bakeries".

} Business Industry equals the NAICS code.
Begin typing your industry to see and select a different industry code.



Once you confirm your business information, you will need to select the Forgiveness Application you want to use. If your PPP loan is:

- below \$50,000 you must use the SBA Form 3508S
- between \$50,000 and \$150,000, you have the option to select either the SBA Form 3508S, 3508EZ or 3508 (standard)
- above \$150,000, you have the option to select either the SBA Form 3508EZ or 3508 (standard)

These instructions are for the SBA Form 3508EZ.

Click the down arrow to select a different Forgiveness application.

Fill Out Application Information for PPP Loan Forgiveness (EZ Application)


Which application should I use?

You (the Borrower) can apply for forgiveness of your Paycheck Protection Program (PPP) loan using the SBA Form 3508EZ if you can answer "Yes" to at least one of the qualifying questions presented at the beginning of the EZ application when selected below. If you cannot answer "Yes" to at least one of those questions, you are required to use the standard application.

- The full instructions for choosing & filling out the [EZ Application](#) can be found here.
- The full instructions for choosing & filling out the [Standard Application](#) can be found here.

Note: You are not eligible for the 3508S because your loan amount is greater than \$150,000

Select Application:

PPP Loan Forgiveness (EZ Application) 



NOTE: To use the EZ Application, the company must be able to answer 'Yes' to one of the conditions set by the SBA. These conditions will be listed on the screen. If you cannot answer 'Yes' to one of the conditions, you must select the Standard Application from the drop down.

Borrower must satisfy one of the below conditions in order to use the Form 3508EZ.

If the borrower does not satisfy any of the below, they must select the standard application above.

EagleBank is currently only processing Forgiveness applications for First Draw PPP loans.

Some fields have default answers. You should carefully review all questions and make updates as appropriate.

Application Information

Loan Type
First Draw PPP Loan ①

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.

Yes ①
 No

The Borrower was unable to operate between February 15, 2020, and the end of 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.

Yes ①
 No

Annual Sales (optional)
\$ 10,000,000.00 ①



The online application mirrors the questions in the SBA’s paper application. If you reviewed and completed the paper application, you will be able to easily enter the data into the online application.

Fields that are grayed out have been pre-filled by the Bank and cannot be updated.

Fields that are clear may or may not have been pre-filled by the Bank based upon information provided in your First Draw Loan application. These fields can and should be updated with the correct information.

PPP Loan Amount	\$1,000,000.00	ⓘ
Employees at time of PPP Loan Application	30	ⓘ
Employees at time of Forgiveness Application	30	ⓘ

The Start of Covered Period will be prefilled by the Bank. Per the SBA’s guidelines, this is the date you received the PPP funds. You must enter a date for the End of Covered Period. This must be a date between 8 to 24 weeks from the start of your Covered Period.

Of Note: If you had an application ‘in process’ before the updated forms were loaded into the Online PPP Portal and used the Alternative Covered Period. You may need to rerun your payroll reports to now align with the Covered Period dates. The SBA has eliminated the Alternative Covered Period on the updated Forgiveness application documents.

Start of Covered Period / Loan Disbursement Date	06/03/2020	ⓘ
End of Covered Period	11/17/2020	ⓘ
Has the Borrower (together with affiliates, if applicable) received First Draw PPP Loans of \$2 million or more or Second Draw PPP Loans of \$2 million or more?	<input type="radio"/> Yes <input checked="" type="radio"/> No	ⓘ



The next eight fields mirror the paper application.

The SBA's guidance on eligible payroll and nonpayroll costs can be found on the Paycheck Protection Program PPP Loan Forgiveness Application Form 3508EZ (revised January 19, 2021).

Calculation Form, Line 1: Total Payroll Costs	<input type="text" value="\$ 890,000.00"/>	ⓘ
Calculation Form, Line 2: Mortgage Interest Payments	<input type="text" value="\$ 50,000.00"/>	ⓘ
Calculation Form, Line 3: Rent or Lease Payments	<input type="text" value="\$ 80,000.00"/>	ⓘ
Calculation Form, Line 4: Utility Payments	<input type="text" value="\$ 5,000.00"/>	ⓘ
Calculation Form, Line 5: Covered Operations Expenditures	<input type="text" value="\$ 0.00"/>	ⓘ
Calculation Form, Line 6: Covered Property Damage Costs	<input type="text" value="\$ 0.00"/>	ⓘ
Calculation Form, Line 7: Covered Supplier Costs	<input type="text" value="\$ 0.00"/>	ⓘ
Calculation Form, Line 8: Covered Worker Protection Expenditures	<input type="text" value="\$ 0.00"/>	ⓘ

If you are not claiming nonpayroll costs, the system requires you to enter a '0' in these fields.

After you have completed the Forgiveness Application, the portal will calculate the estimated amount of forgiveness based upon your answers as well as the estimated forgiveness gap, if any. **Please note that these are estimates based upon your input and may not be the final amounts.**



Requested Loan Forgiveness Amount	\$1,000,000.00	ⓘ
Estimated Forgiveness Gap (Remaining Loan Balance)	\$0.00	ⓘ

At this point, you have the option to:

- 'Edit' the application if you realize any of the information has been entered incorrectly. To 'edit' the application, scroll up and update the fields that have been entered incorrectly.
- 'Save' the application and come back later to complete it. To 'Save' the application, scroll to the bottom of the page and click on the 'Save' button.
- 'Confirm' the authorized signer and click 'Next' to move the application to the next step.

To 'Confirm' the authorized signer, the authorized signer must enter their social security number and check the boxes to certify agreement with the eSign Consent agreement and the PPP Loan Forgiveness Borrower Certifications. Click the 'Next' button.

If there is an error in the application, the system will provide an error message in red below the field that needs to be corrected.

Of Note: Clicking on the hyperlinks for the eSign Consent agreement and PPP Loan Forgiveness Borrower Certifications displays a copy of these documents. You can also email a copy of the documents to yourself from the hyperlink pop ups.



Confirm Primary Authorized Representative Information

I AM LAST

(301) 222-3333
234 MAIN ST LAUREL, MD

Social Security Number

XXX-XX-XXXX

Social Security Number is required.

I certify that I am the Authorized Representative and I agree with the [eSign Consent agreement](#) to use electronic records and signatures.

I certify that I am the Authorized Representative and I agree with the [PPP Loan Forgiveness Borrower Certifications](#).

➤ SAVE

➤ NEXT

Application ID: 282

Of Note: You will receive a system generated email stating that you need to upload supporting documents.

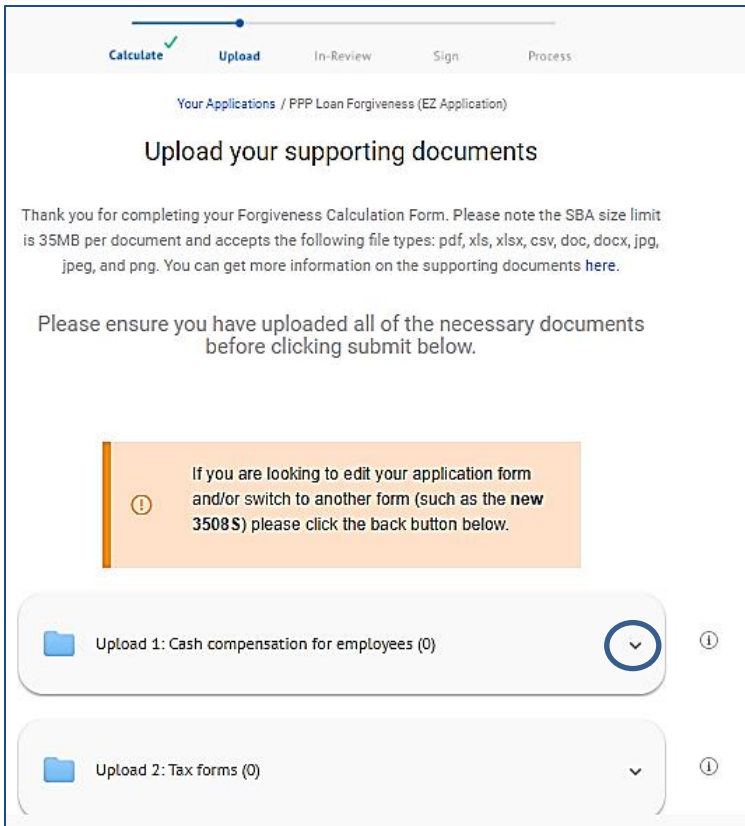
4 Upload Your Supporting Documentation

After completing your forgiveness application, you will need to upload your supporting documentation. Your application is not considered 'complete' until all required supporting documentation has been provided.

The SBA's requirements for documents that each borrower must submit with a SBA Form 3508EZ can be found on the Paycheck Protection Program PPP Loan Forgiveness Application Form 3508EZ (revised January 19, 2021).

The portal provides you an easy way to upload your supporting documents into folders associated with the different documentation required. Please note, if you did not claim an expense for a specific folder, you do not need to provide documentation for that folder (for example, if you did not claim utility expenses, no documentation is required).

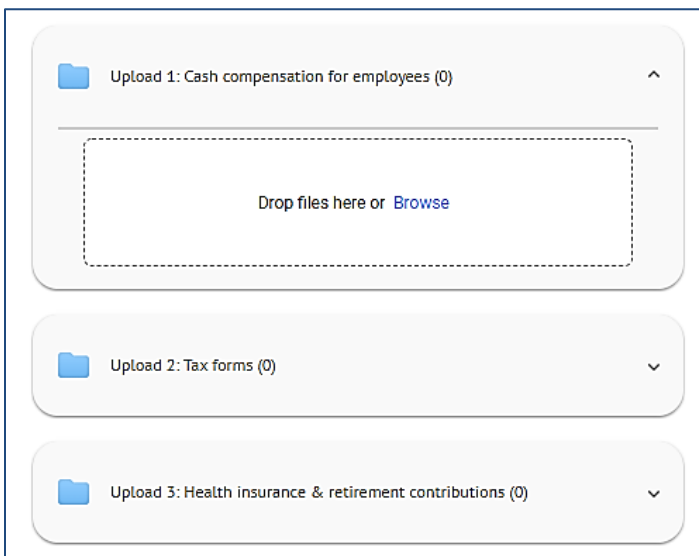
To upload supporting documentation, click the down arrow in the associated folder.



The folder will expand. Click on the 'Browse files' button to select your document.

Please note, the SBA:

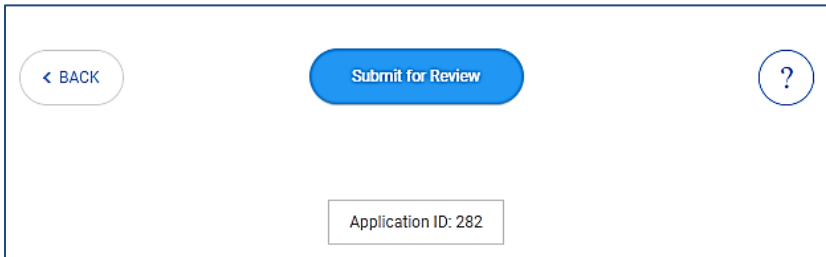
- has a size limit of 35MB per document.
- accepts the following file types: pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, and png.



5 Submit your Application

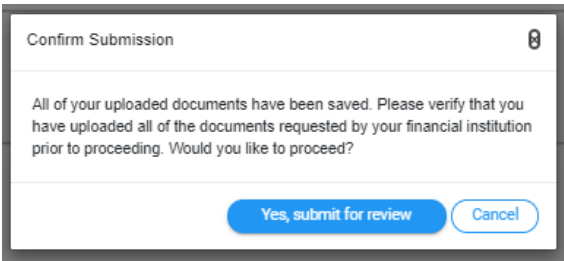
Once you have uploaded all of your supporting documents, scroll down to the bottom of the page.

You have the option to go 'Back' to the application should you wish to make any adjustments to the application, close your browser and come back to this page at a later date or 'Submit' the application to the Bank for review.

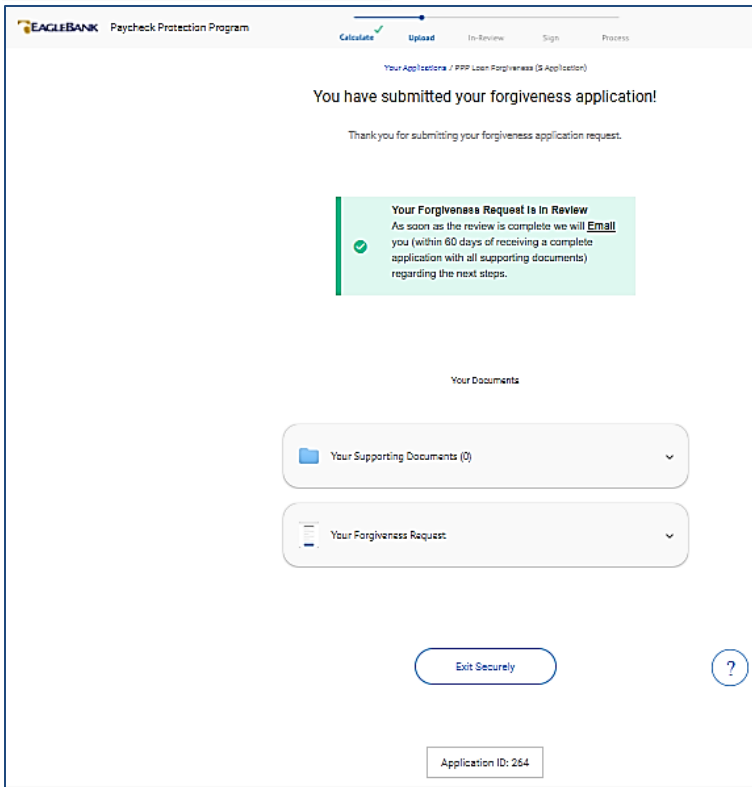


Click the 'Submit for Review' button to submit your application to the Bank for review.

Click the button, 'Yes, submit for review' if you wish to submit your application to the Bank or click the 'Cancel' button if you wish to return to your application.



The portal will present a confirmation page. The Bank will begin the review of your application and will reach out to you should we have any questions. Please note, the Bank has 60 days to complete the review of your forgiveness application.

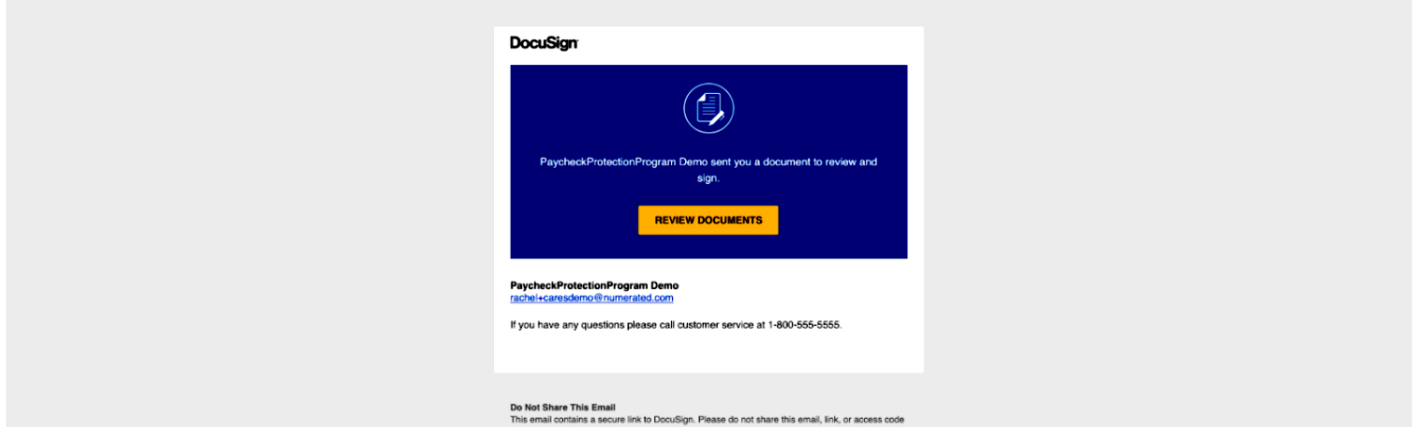


6 eSign your Application

Once the Bank has successfully reviewed your forgiveness application, you will receive two emails to initiate the Document Signing process.

1. The first email will inform you of your Authentication Code to eSign your application.
2. The second email will provide a link for you to review and eSign your documents via DocuSign.





The end of the DocuSign process has an **optional** Borrower Demographic Information sheet. This information is being requested by the SBA and will be included in the document package, but is not required.

After you eSign the application, the Bank will counter eSign and then submit your forgiveness application to the SBA.

The SBA has 90 days to review your application. We will notify you once the SBA renders a decision regarding your forgiveness application.

Last revised: 3/01/2021



Which Forgiveness application should I use?

Is your PPP loan amount \$150,000 or less?

- Yes, use the SBA Form 3508S
- No, can you answer yes to either of the questions below?

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.

OR

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 the SBA Form 3508EZ
- No, use the SBA Form 3508 (standard)