



Paycheck Protection Program Loan Forgiveness Application



The Small Business Administration (SBA), in consultation with the Department of the Treasury, released the Paycheck Protection Program (PPP) [Loan Forgiveness Application and detailed instructions for the application](#).

The form and instructions inform borrowers how to apply for forgiveness of their PPP loans, consistent with the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). SBA will also soon issue regulations and guidance to further assist borrowers as they complete their applications, and to provide lenders with guidance on their responsibilities.

The form and instructions include several measures to reduce compliance burdens and simplify the process for borrowers, including:

- Options for borrowers to calculate payroll costs using an “alternative payroll covered period” that aligns with borrowers’ regular payroll cycles
- Flexibility to include eligible payroll and non-payroll expenses paid or incurred during the eight-week period after receiving their PPP loan
- Step-by-step instructions on how to perform the calculations required by the CARES Act to confirm eligibility for loan forgiveness
- Borrower-friendly implementation of statutory exemptions from loan forgiveness reduction based on rehiring by June 30
- Addition of a new exemption from the loan forgiveness reduction for borrowers who have made a good-faith, written offer to rehire workers that was declined

The PPP was created by the CARES Act to provide forgivable loans to eligible small businesses

to keep American workers on the payroll during the COVID-19 pandemic. The documents released today will help small businesses seek forgiveness at the conclusion of the eight week covered period, which begins with the disbursement of their loans.

[Click here to view the application and instructions.](#)

Paycheck Protection Program Loan Forgiveness Application at a Glance

To apply for forgiveness of your Paycheck Protection Program (PPP) loan, you (the Borrower) must complete this application as directed in these instructions, and submit it to your Lender (or the Lender that is servicing your loan). Borrowers may also complete this application electronically through their Lender.

This application has the following components: (1) the PPP Loan Forgiveness Calculation Form; (2) PPP Schedule A; (3) the PPP Schedule A Worksheet; and (4) the (optional) PPP Borrower Demographic Information Form.

All Borrowers must submit (1) and (2) to their Lender.

(1) the PPP Loan Forgiveness Calculation Form



**Paycheck Protection Program
Loan Forgiveness Application**

OMB Control Number 3245-0407
Expiration Date: 10/31/2020

PPP Loan Forgiveness Calculation 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: _____

Payroll Schedule: The frequency with which payroll is paid to employees is:

Weekly Biweekly (every other week) Twice a month Monthly Other _____

Covered Period: _____ to _____

Alternative Payroll Covered Period, if applicable: _____ to _____

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here:

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10): _____

Line 2. Business Mortgage Interest Payments: _____

Line 3. Business Rent or Lease Payments: _____

Line 4. Business Utility Payments: _____

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3): _____

Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5: _____

(2) PPP Schedule A



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PPP Schedule A

PPP Schedule A Worksheet, Table 1 Totals

- Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1: _____
- Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1: _____
- Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:
If the average annual salary or hourly wage for each employee listed on the PPP
Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll
Covered Period was at least 75% of such employee's average annual salary or hourly
wage between January 1, 2020 and March 31, 2020, check here and enter **0** on line
3. _____

PPP Schedule A Worksheet, Table 2 Totals

- Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2: _____
- Line 5. Enter Average FTE (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. Total amount paid by Borrower for employer contributions for employee health insurance: _____
- Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans: _____
- Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation: _____

Compensation to Owners

- Line 9. Total amount paid to owner-employees/self-employed individual/general partners: _____
This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is
more than one individual included, attach a separate table that lists the names of and
payments to each.

Total Payroll Costs

(3) the PPP Schedule A Worksheet



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PPP Schedule A Worksheet

Table 1: List employees who:

- Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and
- Received compensation from the Borrower at an annualized rate of less than or equal to \$100,000 for all pay periods in 2019 or were not employed by the Borrower at any point in 2019.

Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
FTE Reduction Exceptions:				
Totals:		Box 1	Box 2	Box 3

Table 2: List employees who:

- Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and
- Received compensation from the Borrower at an annualized rate of more than \$100,000 for any pay period in 2019.

Employee's Name	Employee Identifier	Cash Compensation	Average FTE
Totals:		Box 4	Box 5

Attach additional tables if additional rows are needed.

(4) the (optional) PPP Borrower Demographic Information Form



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PPP Borrower Demographic Information Form (Optional)

Instructions

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. **Description.** This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.
3. **Definition of Principal.** The term "Principal" means:
 - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
 - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower's business.
 - For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
 - For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
 - Any individual hired by the Borrower to manage the day-to-day operations of the Borrower ("key employee").
 - Any trustor (if the Borrower is owned by a trust).
 - For a nonprofit organization, the officers and directors of the Borrower.
4. **Principal Name.** Insert the full name of the Principal.
5. **Position.** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

Principal Name		Position
Veteran	1=Non-Veteran; 2=Veteran; 3=Service-Disabled Veteran; 4=Spouse of Veteran; X=Not Disclosed	
Gender	M=Male; F=Female; X=Not Disclosed	
Race (more than 1 may be selected)	1=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed	
Ethnicity	H=Hispanic or Latino; N=Not Hispanic or Latino; X=Not Disclosed	

Disclosure is voluntary and will have no bearing on the loan forgiveness decision

UPCOMING Virtual Events

Monday 5/18/20 at 4:30pm - 6:30am

[Primeros Pasos Para Emprender Un Negocio Propio \(First Steps to Start Your Business in Spanish\)](#)

Monday 5/18/20 at 9am - 10:30am

[S.M.A.R.T. Reopening and Recovery](#)

Tuesday 5/19/20 at 1pm - 2:30pm

[Business Plan Basics](#)

Tuesday 5/19/20 at 10am - 11:30am

[So, You Want to Become a Consultant](#)

Wednesday 5/20/20 at 9:00 - 10:00 a.m. *OR* 10:30 - 11:30 a.m.

[Credit Counseling](#)

Wednesday 5/20/20 at 10am - 11:30am

[Multiply Your Small Business Success with Public Speaking even online](#)

Thursday 5/21/20 at 9am - 10:30am

[Government Contracting & Business Development](#)

Thursday 5/21/20 at 1pm - 3pm

[Protect Your Business with Copyright & Trademark](#)

Wednesday 5/27/20 at 5pm - 6pm

[Women's Networking Event](#)

Wednesday 5/27/20 at 11am - 12:00pm

[How to Live & Work Well As Entrepreneurs with Crisis & Uncertainty](#)

Welcome NEW 8(a) Business Development Firms

The federal government's goal is to award at least five percent of all federal contracting dollars to small disadvantaged businesses each year. To help provide a level playing field for small businesses owned by socially and economically disadvantaged people or entities, the government limits competition for certain contracts to businesses that participate in the 8(a) Business Development program. [>Learn more](#)

Meet the newly certified SBA 8(a) firms in Massachusetts:

- [GenOne](#) is a product development firm that helps clients create new technologies based in Cambridge. They've worked on everything from medical devices to toys using their skills in electronics and app development.
- [Elegant Stitches Inc.](#) is a custom screen printing and embroidery company that creates custom apparel and branded products based in Pittsfield.
- [Icarus Constructions Services LLC](#) specializes in the public sector with over 15 years of experience based in Worcester
- Caso Global Corporation is a project systems and logistics management firm specializing in technology and engineering services based in Middleton.
- [Transcend Maintenance Services Inc.](#) is a commercial cleaning company based in Burlington.

If you are interested in learning if your business is eligible for the 8(a) certification program, please join one of our monthly webinars on program basics.

Next webinar is Thursday, May 21st at 9am - 10:30am

[REGISTER HERE: Government Contracting 8a Business Development](#)

EIDL Updates

The SBA Office of Disaster Assistance has started issuing Q & A's, related to EIDL loans. Please see below for latest...

1. My Economic Injury Disaster Loan (EIDL) was approved but the amount was lower than I was expecting, why is it lower?

We had to make a difficult decision to limit loan amounts to ensure the program reaches as many small businesses as possible. SBA may be able to further assist you with funding through our Paycheck Protection Program (PPP), which provides up to 8 weeks of forgivable loan funds to cover payroll, as well as mortgage interest, rent and utility costs. We encourage you to visit sba.gov/paycheckprotection to obtain more information about PPP loans.

2. I read that the EIDL program provides up to \$2 million per loan. Will it be possible to increase my loan amount?

Historically, the maximum amount of EIDL assistance is 2 million dollars. During these unprecedented times and given our current funding levels we do not expect to increase loan amounts for the EIDL program.

EIDL Application #s with "200" / Still Only Open to Agricultural Businesses

Currently EIDL portal is still only open to agricultural businesses.

Any applicants who did not apply in the new portal with an application number starting with a "2" are being asked to reapply NOW in the new portal currently live for agricultural businesses only in order to update their application and to obtain an application number that starts with a "3". SBA advises that doing so will not adversely impact the original application and its queue.

If you are one of these businesses with an EIDL # startin with "200" please email us at: MassachusettsDO@sba.gov and we can try and help.

Paycheck Protection Program Update

Summary of Paycheck Protection Program Round 2 data as of 5:00 p.m. EDT, Saturday, May 16, 2020.

Lender Size	Approved Loans	Approved Dollars
>\$50B in Assets	1,283,590	\$102,521,030,018
\$10B to \$50B in Assets	383,888	\$29,670,409,695
<\$10B in Assets	1,096,108	\$62,980,434,442
Total:	2,763,586	\$195,171,874,154

of Participating Lenders 5,479

Avg Loan Size: \$70,622

In Round Two of the Paycheck Protection Program (April 27 - May 8, 2020), the SBA has guaranteed 2,571,167 loans. For more information on Round Two loan activity, [click here](#).

PPP Frequently Asked Questions

Got your PPP funds now or waiting to receive and unsure of how to use it? Consult with any of our resource partners by booking a virtual session today. Visit Treasury.gov and SBA.gov regularly to stay up-to-date on the latest guidance being released. [PPP Guidance Page](#) For example, the [Frequently Asked Questions document](#) continues to regularly update, check out the latest answers...

Question #44: *How do SBA's affiliation rules at 13 C.F.R. 121.301(f) apply with regard to counting the employees of foreign and U.S. affiliates?*

Answer: For purposes of the PPP's 500 or fewer employee size standard, an applicant must count all of its employees and the employees of its U.S and foreign affiliates, absent a waiver of or an exception to the affiliation rules. 13 C.F.R. 121.301(f)(6). Business concerns seeking to qualify as a "small business concern" under section 3 of the Small Business Act (15 U.S.C. 632) on the basis of the employee-based size standard must do the same.

Question #39: *Will SBA review individual PPP loan files?*

Answer: Yes. In FAQ #31, SBA reminded all borrowers of an important certification required to obtain a PPP loan. To further ensure PPP loans are limited to eligible borrowers in need, the SBA has decided, in consultation with the Department of the Treasury, that it will **review all loans in excess of \$2 million, in addition to other loans as appropriate, following the lender's submission of the borrower's loan forgiveness application**. Additional guidance implementing this procedure will be forthcoming.

The outcome of SBA's review of loan files will not affect SBA's guarantee of any loan for which the lender complied with the lender obligations set forth in paragraphs III.3.b(i)-(iii) of the Paycheck Protection Program Rule (April 2, 2020) and further explained in FAQ #1.

Start thinking about how to reopen your small business. Given the circumstances of COVID-19 reopening takes planning. Check out SCORE's Reopening Toolkit. www.capecod.score.org



WHERE DO I GO NEXT?

Please do not send the District Office any application packages, as our office is currently working virtually and we cannot guarantee staff will get to mail sent to our office.

Please direct all other inquiries and questions to our District Office email at:

MassachusettsDO@sba.gov

FREE and confidential counseling services are available across the Commonwealth.

Virtual education, training and networking sessions are happening daily.

Please schedule a virtual session with any of our Resource Partners below...



Job Opportunities

NOW HIRING: The U.S. Small Business Administration is hiring temporary employees to assist with #COVID19 and disaster relief efforts. Bilingual language skills are a plus. Remote jobs are available nationwide. Jobs include call center customer service representative, document preparation/legal review/loan closing, and loan processing/credit analysis/mortgage underwriting.

Learn more and apply: <http://ow.ly/TnN850zs6WY>

Center for Women & Enterprise Now Hiring

[Project Manager – Central MA - COVID Recovery](#)

This position is: – Full time for one year, with possibility to extend for one additional year

The Center for Women & Enterprise (CWE) is a nationally recognized economic development organization that supports women and veterans with small business development. We offer a dynamic, fast-paced, and intellectually stimulating environment. We provide opportunities for veterans, women entrepreneurs and women in business to increase professional success, personal growth, and financial independence. With offices in Rhode Island, Massachusetts, Vermont and New Hampshire, CWE delivers business development programs and certifies women owned businesses.

[>APPLY ONLINE](#)

Join the SBA Team:

Employment opportunities
to support SBA's COVID-19
pandemic response



Resource Partner Network



WE ARE OPEN FOR BUSINESS!

Staff are working remotely and can be reached via email or telephone. MSBDC is committed to supporting entrepreneurs during these very challenging times.

[Request for Counseling](#)

MSBDC advisors can assist businesses with disaster loan applications.

If you are not currently a client and would like to speak with a counselor, please find your region and reach out to the [REGIONAL OFFICE SERVING YOU](#).

Berkshire Regional Office

33 Dunham Mall, Suite 103
Pittsfield, MA 01201
413-499-0933 | Fax: 413-499-3005
www.msbdc.org/berkshire

Central Regional Office

Clark University
The Carriage House, 125 Woodland Street
Worcester, MA 01610
508-793-7615 | Fax: 508-793-8890
www.clarku.edu/offices/sbdc

Northeast Regional Office (SPANISH-SPEAKING COUNSELOR)

Salem State University
121 Loring Avenue, Suite 310
Salem, MA 01970
978-542-6343 | Fax: 978-542-6345
www.salemstate.edu/sbdc

Procurement Technical Assistance Center

Scibelli Enterprise Center
1 Federal Street, Building 1
Springfield, MA 01105
413-545-6303 | Fax: 413-737-2312
<https://www.massptac.org>

Southeast Regional Office

200 Pocasset Street
Fall River, MA 02721
508-673-9783 | Fax: 508-674-1929
www.msbdc.org/semass

Western Regional Office

Scibelli Enterprise Center
One Federal Street, Building 101

Springfield, MA 01105-1160
413-577-1768 | Fax: 413-737-2312
www.msbdc.org/wmass



[Request for Counseling](#)

Counseling Sessions with [BOSTON SCORE CHAPTER](#):

If you want to speak with a counselor, SCORE is doing tele-consults. Just pick a date and time to schedule a session and enter your contact info, mentors are doing sessions by phone and Zoom video app.

Reach out to other SCORE CHAPTERS throughout the state below.

[SCORE Boston Chapter](#)

[SCORE Worcester Chapter](#)

[SCORE Northeastern Massachusetts Chapter](#)

[SCORE Southeastern Massachusetts Chapter](#)

[SCORE Western Massachusetts Chapter](#)

[SCORE Cape Cod Chapter](#)

[SCORE Rhode Island \(Serving Fall River, New Bedford\)](#)



Center for Women & Enterprise



[Check out our class calendar](#)

[Self-Paced Workshop Partners](#)

[Request for Counseling](#)

Eastern Massachusetts Center - Boston
44 School St., Suite 200
Boston, MA 02108
info.EasternMA@cweonline.org

Central Massachusetts Center - Westborough
69 Milk St., Ste. 217
Westborough, MA 01581
info.CentralMA@cweonline.org

Veterans Business Outreach Center of New England (VBOC of NE)
132 George M. Cohan Blvd.
Providence, RI 02903
info.VBOC@cweonline.org

Disclaimer: The SBA does not endorse the organizations sponsoring linked websites, and does not endorse the views they express or the products/services they offer. All programs and services are extended to the public on a nondiscriminatory basis.