

Draw 2 Forgiveness Customer Portal (3508EZ)

Logging Into Your Customer Portal

Navigate to the portal with your browser, **Chrome is the preferred** internet browser (the application will not work in Internet Explorer)



- Log in using the **Email** and **Password** you provided during your original application. If you do not remember your password, click **Forgot password** and follow the necessary steps

Welcome Back! Log in to Continue.

We strongly recommend using a personal computer or laptop and Google Chrome while submitting your application. Other internet browsers and mobile devices will increase your likelihood of errors.

Email

Password

[Forgot password?](#)

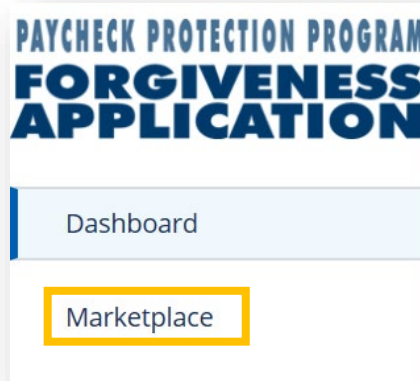
Log In

New Customer? [Sign Up](#)

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Selecting Application

- After logging in you will be directed to your **Dashboard**
1. Use the Navigation Bar on the left side of the screen. Click on **Marketplace**



2. Click **Apply** on the **2nd Loan Draw Forgiveness** option to begin your application for loan forgiveness



- The Help Tile to the right gives some useful information regarding the program and the costs that can be forgiven. It lists several items that you may wish to gather before proceeding with the application. The full text of the tile is on the next page



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Forgiveness Program Eligible Costs Help Tile

The **CARES Act AND the Economic Aid to Hard-Hit Small Business, Nonprofits, and Venues Act (signed into law on 12/27/20)** lists the items that can be used to **calculate Payroll Costs for a new loan request and "Eligible payroll costs" and "Eligible nonpayroll costs" for a forgiveness request**. This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level. Another important requirement is that you actually incur these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020 signed into law on 6/5/20 and further amended as part of the Consolidate Appropriates Act, 2021 including the Economic Aid to Hard-Hit Small Business, Nonprofits and Venues Act, signed into law on 12/27/20; at least 60% of the PPP Loan must be spent on "Eligible payroll costs" and up to 40% can be spent on "Eligible nonpayroll costs".

Eligible Payroll Costs - For New Loan and Forgiveness Request

- Compensation to employees including salary, wages, commissions or similar compensation
- Cash tips or the equivalent
- Vacation, parental, family, medical, or sick leave (except those paid leave amounts for which a credit is allowed under FFCRA)
- Allowance for separation or dismissal
- Employer contributions for employee group healthcare coverage, group life, vision, or dental (including insurance premiums)
- Employer contributions to employee retirement plans
- Employer state and local taxes assessed on employee compensation
- For Independent Contractors and Sole Proprietorships - wage, commissions, income, or net earnings from self-employment

Eligible Nonpayroll Costs - Appropriate Use of Loan Funds to Support Forgiveness Request

- Interest on covered mortgages
- Expenses for rent or lease payments
- Utility expenses
- Covered operations expenditures (See below for details)
- Covered property damage costs
- Covered suppliers costs
- Covered worker protection expenditures

Covered Operations Expenditures : Eligible nonpayroll costs. Nonpayroll costs eligible for forgiveness consist of:

(a) covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 ("business mortgage interest payments");

(b) covered rent obligations: business rent or lease payments pursuant to lease agreements for real or personal property in force before February 15, 2020 ("business rent or lease payments");

(c) covered utility payments: business payments for a service for the distribution of electricity, gas, water, telephone, transportation, or internet access for which service began before February 15, 2020 ("business utility payments");

(d) covered operations expenditures: payments for any business software or cloud computing service that facilitates business operations, product or service delivery, the processing, payment, or tracking of payroll expenses, human resources, sales and billing functions, or accounting of tracking of supplies, inventory, records, and expenses;

(e) covered property damage costs: costs related to property damage and vandalism or looting due to public disturbances that occurred during 2020 that were not covered by insurance or other compensation;

(f) covered supplier costs: expenditures made to a supplier of goods for the supply of goods that are essential to the operations of the Borrower at the time at which the expenditure is made, and made pursuant to a contract, order, or purchase order in effect prior to the beginning of the Covered Period (for perishable goods, the contract, order, or purchase order may have been in effect before or at any time during the Covered Period); and

(g) covered worker protection expenditures: operating or capital expenditures that facilitate the adaptation of the business activities of an entity to comply with the requirements established or guidance issued by the Department of Health and Human Services, the Centers for Disease Control, or the Occupational Safety and Health Administration, or any equivalent requirements established or guidance issued by a State or local government, during the period starting March 1, 2020 and ending on the date on which the national emergency declared by the President with respect to the Coronavirus Disease 2019 (COVID-19) expires related to maintenance standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19, but does not include residential real property or intangible property.

An eligible nonpayroll cost must be paid during the Covered Period or incurred during the Covered Period and paid on or before the next regular billing date, even if the billing date is after the Covered Period. Eligible nonpayroll costs cannot exceed 40% of the total forgiveness amount. Count nonpayroll costs that were both paid and incurred only once.

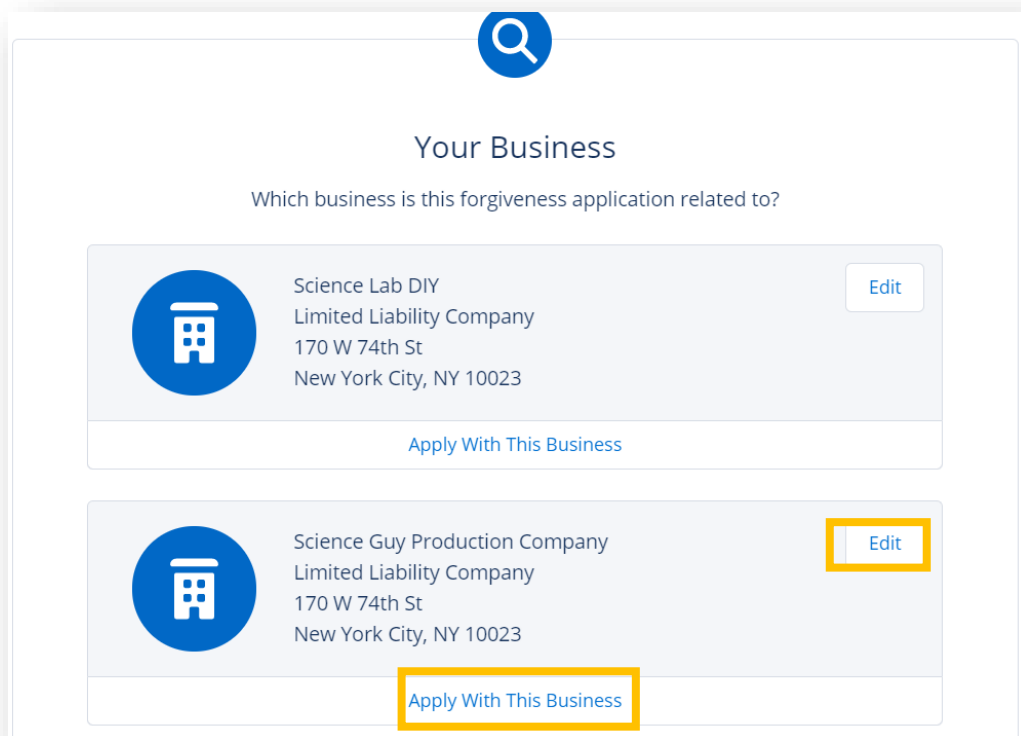
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Tell us about Your Business

- Select the business you would like to apply for forgiveness. If you have multiple businesses and loans through this portal you may see them all listed, so be mindful of the one you are selecting
- If your business address, phone number, or any other identifying information have changed since you applied for your loan you may click **Edit** to make changes

Note: You cannot change the name of the business

1. Click **Apply With This Business**




INSTRUCTIONS

Search icon


Your Business

Which business is this forgiveness application related to?

 Science Lab DIY
Limited Liability Company
170 W 74th St
New York City, NY 10023

Edit

Apply With This Business

 Science Guy Production Company
Limited Liability Company
170 W 74th St
New York City, NY 10023

Edit

Apply With This Business

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Tell Us About Yourself

Note(s)

- **The Process** bar on the left side of the screen shows your progress through the SBA PPP Forgiveness application. It can also be used to revisit a previous section by clicking on that section
 - Throughout the application process you will find helpful hints in the box on the right side of the screen. These boxes do not require you to enter data or navigate to any links, they are only meant to provide you helpful information related to the questions in the application
 - If you do not want to complete the application at this time, you can always select **Save and come back later** at the bottom of each screen. The application will appear under the **Incomplete Applications** header of your Customer Portal **Dashboard**
1. Update your contact information (Address, Phone Number) if it has changed since the SBA Loan application was filled out
 2. Once all information on verified on a screen, click **Next** to continue through the application

INSTRUCTIONS

The screenshot shows the 'Tell us about yourself' application screen. On the left, a vertical 'INSTRUCTIONS' bar highlights the 'APPLICATION' step. The main form contains the following fields:

- Role:
- Ownership Percent:
- Official Title:
- Social Security Number (SSN):
- Business Phone:
- Mobile Phone:

At the bottom, there are two buttons: a green 'Next' button and a blue 'Save and come back later' button. On the right side, a yellow-bordered box titled 'Payroll Costs and Eligible Forgivable Expenses' contains text explaining the CARES Act and the Economic Aid to Hard-Hit Small Business, Nonprofits, and Venues Act (signed into law on 12/27/20).

Payroll Costs and Eligible Forgivable Expenses

The CARES Act AND the Economic Aid to Hard-Hit Small Business, Nonprofits, and Venues Act (signed into law on 12/27/20) lists the items that can be used to calculate Payroll Costs for a new loan request and "Eligible payroll costs" and "Eligible nonpayroll costs" for a forgiveness request. This means that your PPP loan is forgivable to the extent you spend the proceeds of your loan on these two categories, provided you maintain the headcount and salaries of employees at the same pre-Covid-19 level. Another important requirement is that you actually incur these expenses during the "covered period" or "alternative covered period" (if you qualify). Based on the Paycheck Protection Program Flexibility Act of 2020

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Covered Period & NAICS Code

1. Enter the **Covered Period End Date** for your loan. This is a minimum 8-week (to 24-week) period over which the funds of your loan were used. Information on the Covered Period is shown in the Help Tile to the right

Let's look at your Covered Period and confirm your NAICS code

The Payroll & Benefit Costs are based on the covered period. The Covered Period begins on the date the loan was originally disbursed. It ends on a date selected by you, the Borrower, that is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

Covered Period Begin Date

Covered Period Begin Date based on the PPP loan disbursement date
3/1/2021

Covered Period End Date

Please enter your Covered Period End Date. Per the updated forms, this date is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

Covered Period

Covered Period: The Covered Period begins on the date the loan was originally disbursed. It ends on a date selected by the Borrower that is at least 8 weeks (56 days) following the date of loan disbursement and not more than 24 weeks (168 days) after the date of loan disbursement. For example, if the Borrower received their PPP loan proceeds on Monday, April 20, 2020, the first day of the Covered Period is Monday, April 20, 2020 and the final day of the Covered Period is any date selected by the Borrower between Sunday, June 14, 2020 and Sunday, October 4, 2020.

2. Confirm the **NAICS Code** for your business is correct, and then click **Next**

NAICS Code

The latest Forgiveness Application forms require the NAICS code. Please confirm we have the correct code on record.

NAICS Lookup

515120 - Television Broadcasting

Next

INSTRUCTIONS

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Picking an Application Type

INSTRUCTIONS

1. On the **Application Type** portion of the process, you will be asked two qualification questions to determine if you are eligible to use the **3508EZ Form**. Answer both questions by clicking **Yes** or **No**

Determining Your Eligibility to use the 3508EZ Form

You (the Borrower) can apply for forgiveness of your First or Second Draw Paycheck Protection Program (PPP) Loan using this SBA Form 3508EZ if your PPP loan amount is more than \$150,000 and you can answer 'Yes' to at least one of the qualification options below. If you cannot answer 'Yes' to either of the qualification options AND your loan amount is more than \$150,000, you will need to complete Form 3508. If your loan amount is \$150,000 or less, please use SBA Form 3508S. Do not submit this Checklist with your SBA Form 3508EZ. Each PPP loan must use a separate loan forgiveness application form. You cannot use one form to apply for forgiveness of both a First Draw PPP Loan and a Second Draw PPP loan. For a Second Draw PPP Loan in excess of \$150,000, you must submit a loan forgiveness application for your First Draw PPP Loan before or simultaneously with the loan forgiveness application for your Second Draw PPP Loan, even if the calculated amount of forgiveness on your First Draw PPP Loan is zero.

Qualification Option 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.

Do you meet the criteria for Qualification Option 1 above?

Yes ✓

No

Qualification Option 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.

Do you meet the criteria for Qualification Option 2 above?

Yes

No ✓

Based on your response above, you are eligible to use the 3508EZ form.

Would you like to use the 3508EZ form to submit your PPP Forgiveness Application?

Yes ✓

No

Notes:

- If you answer **Yes** to any one of the Qualification Options, you will have the opportunity to decide if you would like to use the 3508EZ form for your PPP Forgiveness Application
- For this job aid, we select **Yes** for one or both options and indicate that we will proceed with the 3508EZ form
- If you decide to use the 3508 Full Form there is an alternative job aid to walk you through that process

2. Click **Next**

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Payroll Costs

INSTRUCTIONS

1. Review the **Covered Period Summary** statement at the top

Let's gather information about your payroll costs

Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the Covered Period.

Covered Period Summary

Covered Period Begin Date based on the PPP loan disbursement date
3/1/2021

Covered Period End Date
5/27/2021

2. Enter the dollar amounts for each line item

Note:

- The **Help Box** to the right will provide information helpful for determining eligible payroll costs and explanation for owners compensation fields. The full text of this box can be found earlier in this document

Eligible payroll costs

For each individual employee, the total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. For an 8-week Covered Period, that total is \$15,385. For a 24-week Covered Period, that total is \$46,154.

Enter the total cash compensation for employees making less than \$100K. This will be (Box 1) from PPP Schedule A Worksheet, Table 1:

USD *

Enter the total cash compensation for employees making greater than \$100K. This will be (Box 4) from PPP Schedule A Worksheet, Table 2:

USD *

Enter the total amount paid or incurred for employer contributions for employee health insurance:

USD *

Enter the total amount paid or incurred for employer contributions to employee retirement plans:

USD *

Enter the total amount paid or incurred for employer state and local taxes assessed on employee compensation:

USD *

Compensation to Owners

For each owner (owner-employees (with an ownership stake of 5% or more), a self-employed individual, or general partners). For each individual owner in total across all businesses, this amount is capped at (a) \$20,833 (the 2.5-month equivalent of \$100,000 per year), or (b) the 2.5-month equivalent of the individual's applicable compensation in the year that was used to calculate the loan amount (2019 or 2020), whichever is lower.

Compensation to Owners

USD *

Number of Owners

*

Next

Save and come back later

Draw 2 Forgiveness Customer Portal (3508EZ)

Headcount & Salary

1. Review the **Headcount Details** at the top and enter your Employee count at time of forgiveness application

Headcount Details

The SBA Form 3508EZ (Paycheck Protection Program PPP Loan Forgiveness Application Form 3508EZ) specifically asks for the "Employees at Time of Loan Application" and "Employees at Time of Forgiveness Application". While this is required for the application form, it will not impact your forgiveness calculation.

Headcount Details

Do we have your number of employees at the time of the loan application on file?

Yes

Employees at time of loan application

30

Employees at time of forgiveness application

30

Headcount Details

While you have elected to use the SBA Form 3508EZ, the form still requires that we capture both the "Employees at Time of Loan Application" and "Employees at Time of Forgiveness Application". These numbers are not factored into the forgiveness calculation and do not require supporting documentation.

If we have your "Employees at Time of Loan Application" on file based on your original PPP loan application, that number will appear as a read only field. If that number is not on file, you will have the ability to enter it as you are submitting your Forgiveness application.

The "Employees at Time of Forgiveness Application" is based on the number of employees you have at the time you are submitting this PPP Forgiveness Application.

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Forgiveness Check

INSTRUCTIONS

- They system will review your information to determine if you qualify for full forgiveness based solely on Payroll data
2. If you qualify for 100% forgiveness you are not required to enter your Nonpayroll costs
 3. If you would like to enter Nonpayroll costs, or your Payroll costs do not cover 100% of the loan value, you may select **Yes** to proceed to the **Nonpayroll Costs** screen
3. Click **Next**

Note:

- The **Help Box** to the right will provide helpful background information regarding **Forgiveness Check**, the full text of the Help Tile is available on the following pages

Forgiveness Check

Here is a quick check of where you stand with your estimated forgiveness amount after entering your payroll costs and headcount & salary information. Please note that this is subject to review by your financial institution.

Payroll Costs

Payroll Costs from PPP Schedule A, line 10.
USD 175,000.00

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

Any Salary Reductions over 25%?
FTE Reduction Quotient from PPP Schedule A, line 13.
1.000000000

Potential Forgiveness Amounts

Modified Total
USD 222,000.00

PPP Loan Amount
USD 214,443.00

Payroll Cost 60% Requirement
USD 291,666.67

Forgiveness Amount

Forgiveness Amount (the smallest of the modified total, the PPP loan amount, or Payroll Cost 60% Requirement)
USD 214,443.00

Is the estimated forgiveness amount greater than or equal to your PPP loan amount?
Yes

Nonpayroll Costs

Based on your payroll information, you are eligible for 100% forgiveness (subject to review by your financial institution). Would you like to proceed to input additional nonpayroll information?

Would you like to enter your nonpayroll related costs?

Yes No

Draw 2 Forgiveness Customer Portal (3508EZ)

Forgiveness Check Help Tile

Based on the latest guidance from the Treasury and SBA, both form 3508 and 3508EZ specifically note that the applicant is not required to report payments they do not want to include in the forgiveness amount. These include the following nonpayroll costs:

1 - Business mortgage interest payments paid or incurred during the Covered Period for any business mortgage obligation on real or personal property incurred before February 15, 2020 (not including prepayments).

2 - Business rent or lease payments paid or incurred for real or personal property during the Covered Period, pursuant to lease agreements in force before February 15, 2020.

3 - Business utility payments paid or incurred during the Covered Period, for business utilities for which service began before February 15, 2020.

4 - Covered operations expenditures paid or incurred during the Covered Period.

5 - Covered property damage costs paid or incurred during the Covered Period.

6 - Covered supplier costs paid or incurred during the Covered Period pursuant to a contract, order, or purchase order in effect prior to the beginning of the Covered Period (for perishable goods, the contract, order, or purchase order shall have been in effect before or at any time during the Covered Period).

7 - Covered worker protection expenditures paid or incurred during the Covered Period.

This Forgiveness Check allows you to see your estimated forgiveness amount prior to entering your nonpayroll costs. This may reduce the amount of supporting documentation required. You still have the option to submit your nonpayroll costs if you'd like.

Note: This represents an estimated forgiveness amount. Your financial institution will use the information that you are providing on your application along with supporting documentation to determine the final forgiveness amount.

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Nonpayroll Costs

1. Enter nonpayroll costs, entering a \$0 amount when you have no expense for a category
2. Click **Next**

Note: The **Help Box** to the right will provide helpful background information regarding **Eligible Nonpayroll costs**. The full text of the Help Tile is on the next page

INSTRUCTIONS

Let's gather information about your nonpayroll costs

Eligible nonpayroll costs

Business mortgage interest payments

 *

Business rent or lease payments

 *

Business utility payments

 *

Covered Operations Expenditures

 *

Covered Property Damage Costs

 *

Covered Supplier Costs

 *

Covered Worker Protection Expenditures

 *

Draw 2 Forgiveness Customer Portal (3508EZ)

Eligible Nonpayroll Cost Help Tile

INSTRUCTIONS

Eligible nonpayroll costs. Nonpayroll costs eligible for forgiveness consist of:

- (a) covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 ("business mortgage interest payments");
- (b) covered rent obligations: business rent or lease payments pursuant to lease agreements for real or personal property in force before February 15, 2020 ("business rent or lease payments");
- (c) covered utility payments: business payments for a service for the distribution of electricity, gas, water, telephone, transportation, or internet access for which service began before February 15, 2020 ("business utility payments");
- (d) covered operations expenditures: payments for any business software or cloud computing service that facilitates business operations, product or service delivery, the processing, payment, or tracking of payroll expenses, human resources, sales and billing functions, or accounting of tracking of supplies, inventory, records, and expenses;
- (e) covered property damage costs: costs related to property damage and vandalism or looting due to public disturbances that occurred during 2020 that were not covered by insurance or other compensation;
- (f) covered supplier costs: expenditures made to a supplier of goods for the supply of goods that are essential to the operations of the Borrower at the time at which the expenditure is made, and made pursuant to a contract, order, or purchase order in effect prior to the beginning of the Covered Period (for perishable goods, the contract, order, or purchase order may have been in effect before or at any time during the Covered Period); and
- (g) covered worker protection expenditures: operating or capital expenditures that facilitate the adaptation of the business activities of an entity to comply with the requirements established or guidance issued by the Department of Health and Human Services, the Centers for Disease Control, or the Occupational Safety and Health Administration, or any equivalent requirements established or guidance issued by a State or local government, during the period starting March 1, 2020 and ending on the date on which the national emergency declared by the President with respect to the Coronavirus Disease 2019 (COVID-19) expires related to maintenance standards for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19, but does not include residential real property or intangible property.
- An eligible nonpayroll cost must be paid during the Covered Period or incurred during the Covered Period and paid on or before the next regular billing date, even if the billing date is after the Covered Period. Eligible nonpayroll costs cannot exceed 40% of the total forgiveness amount. Count nonpayroll costs that were both paid and incurred only once.

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Loan Details

1. Review the Loan Details
2. Select **Yes** or **No** depending on if you received PPP loans in excess of \$2 Million
3. Click **Next**

Additional Forgiveness Detail

Let's review some details about your original Paycheck Protection Loan

Paycheck Protection Loan Amount

USD 2,520,833.00

Date that the funds of your PPP loan were disbursed

3/1/2021

Covered Period End Date

5/27/2021

The PPP Loan Forgiveness application form requires that you, the borrower together with affiliates, confirm if you Received First Draw PPP Loans of \$2 Million or More or Second Draw PPP Loans of \$2 Million or More.

Did you the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million?

Yes

No

Next

Save and come back later

INSTRUCTIONS

Draw 2 Forgiveness Customer Portal (3508EZ)

Estimated Forgiveness Calculation

1. Review the values found on the page. Values are calculated from your inputs on the previous pages of the application
2. To change the values on the page, use the navigation bar on the left side of the screen to go to back
3. Click **Next**

Estimated Forgiveness Calculation

Let's review the data that will be used to create the SBA's PPA Forgiveness Application

Payroll and Nonpayroll Costs

Line 1. Payroll Costs:

USD 175,000.00

Line 2. Business Mortgage Interest Payments:

USD 30,000.00

Line 3. Business Rent or Lease Payments:

USD 0.00

Line 4. Business Utility Payments:

USD 10,000.00

Line 5. Covered Operations Expenditures:

USD 7,000.00

Line 6. Covered Property Damage Costs:

USD 0.00

Line 7. Covered Supplier Costs:

USD 0.00

Line 8. Covered Worker Protection Expenditures:

USD 0.00

Potential Forgiveness Amounts

Line 9. Sum the amounts on lines 1 through 8:

USD 222,000.00

Line 10. PPP Loan Amount:

USD 214,443.00

Line 11. Payroll Cost 60% Requirement (divide Line 1 by 0.60):

USD 291,666.67

Forgiveness Amount

Line 12. Forgiveness Amount (enter the smallest of Lines 9, 10, and 11):

USD 214,443.00

Based on the information that you provided as part of the Paycheck Protection Loan Forgiveness Application, we have calculated an Estimated Forgiveness Amount. This summary data aligns with the **Forgiveness Amount Calculation** on page 1 of the Paycheck Protection Program / Form 3508EZ (Loan Forgiveness Application PPP Loan Forgiveness Application Form 3508EZ)

INSTRUCTIONS

Note:

- Your **Forgiveness Amount** is shown as calculated at the bottom of this page

Draw 2 Forgiveness Customer Portal (3508EZ)

Certifications

1. Click the check boxes next to each statement, you must certify that you've read and agree to each statement before proceeding
2. Click **Next**

Certifications

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.

- The dollar amount for which forgiveness is requested (which does not exceed the principal amount of the PPP loan): 1 - was used to pay business costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; business utility payments; covered operations expenditures; covered property damage costs; covered supplier costs; or covered worker protection expenditures); 2 - includes all applicable reductions due to decreases in the number of full-time equivalent employees and salary/hourly wage reductions; 3 - includes payroll costs equal to at least 60% of the forgiveness amount; 4 - for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, does not exceed 2.5 months' worth of compensation received during the year used to calculate the PPP loan amount, capped at \$20,833 per individual in total across all businesses.

INSTRUCTIONS

Draw 2 Forgiveness Customer Portal (3508EZ)

EZ Certifications

INSTRUCTIONS

1. Respond to **Item 1** and **Item 2** with a **Yes** or **No**
2. Click **Next**

Additional Form 3508EZ Certifications

In addition, the Authorized Representative of the Borrower must certify by selecting "Yes" to at least ONE of the following two items:

Item 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 (other than any 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, before the last day of the Covered Period), and reductions in an employee's hours that a borrower offered to restore and were refused).

Do you certify that you meet the criteria for Option 1 above?

Yes

No

Item 2

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 (or, for a PPP loan made after December 27, 2020, requirements established or guidance issued before 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.

Do you certify that you meet the criteria for Option 2 above?

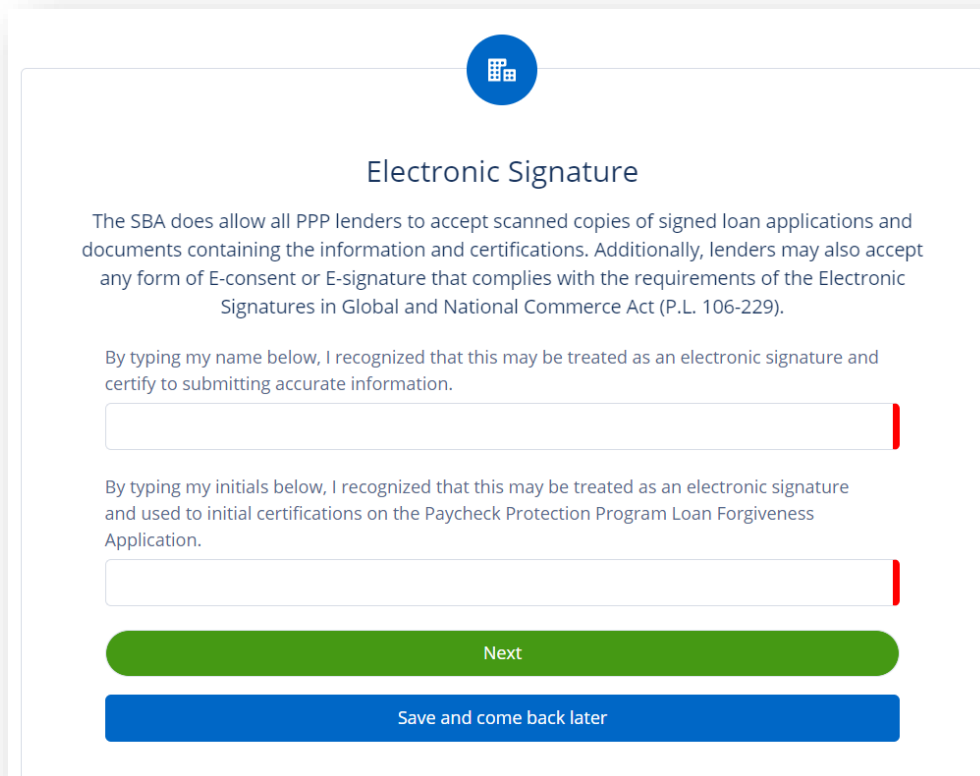
Yes

No

Draw 2 Forgiveness Customer Portal (3508EZ)

Electronic Signature

- You must provide your Electronic Signature and Initials so that the bank may submit your application to the SBA on your behalf
1. Enter your **Name** and **Initials** to provide electronic signature
 2. Click **Next** to continue once both fields have been filled



The screenshot shows a web form titled "Electronic Signature". At the top center is a blue circular icon with a white grid pattern. Below the icon, the title "Electronic Signature" is centered. The main text reads: "The SBA does allow all PPP lenders to accept scanned copies of signed loan applications and documents containing the information and certifications. Additionally, lenders may also accept any form of E-consent or E-signature that complies with the requirements of the Electronic Signatures in Global and National Commerce Act (P.L. 106-229)." Below this text are two input fields. The first field is preceded by the text: "By typing my name below, I recognized that this may be treated as an electronic signature and certify to submitting accurate information." The second field is preceded by the text: "By typing my initials below, I recognized that this may be treated as an electronic signature and used to initial certifications on the Paycheck Protection Program Loan Forgiveness Application." At the bottom of the form are two buttons: a green button labeled "Next" and a blue button labeled "Save and come back later".

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Optional Demographic Information

1. Enter demographic information (optional)
2. Click **Next**

INSTRUCTIONS

PPP Borrower Demographic Information Form (Optional)

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

Principal Name
Bill Nye

Position
Owner

Veteran

Gender

Race (more than 1 may be selected)

0 options selected

Ethnicity

Next

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Optional Demographics Help Tile

INSTRUCTIONS

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.

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Review & Submit

INSTRUCTIONS

1. Scroll through the entire **Does everything look right?** screen and do a final check of all your entries
2. Click **Edit** to any fields where you need to make changes
 - Note: This will redirect you to the correlating step in the application. Click **Next** once updates are made, and you will automatically be redirected back down to the final **Review & Submit** step

Does everything look right?

Let's double check what you've entered. Once you submit this, we'll process your application and get back to you in 2-3 business days with the details on your forgiveness amount. To edit information use the status bar on the left to navigate back to the applicable section.

Business Info Edit

Relationship Name: Science Guy Production Company Annual Revenue

Billing Address: 170 W 74th St, New York City, NY 10023 Shipping Address

3. Once you've reviewed and made any necessary updates, click **Submit Application**

Submit Application

Save and come back later

4. Once your application has been submitted, you will see the following screen below. Click **Go to Dashboard** to be redirected to your dashboard where you can proceed to upload necessary documentation

The first step of your application is complete. We now need to move on to uploading supporting documents.

1. Please click the **Go to Dashboard** button to upload the your supporting documentation in the **Upload Documents** section of the "TO-DO-LIST".
2. Once you've uploaded all required documentation, we will begin processing your Forgiveness Application. Failure to upload required documentation may delay the processing of your Forgiveness Application.
3. It may take several weeks to process your Forgiveness Applications. We will contact you if we need additional information or documentation.

Go to Dashboard

Draw 2 Forgiveness Customer Portal (3508EZ)

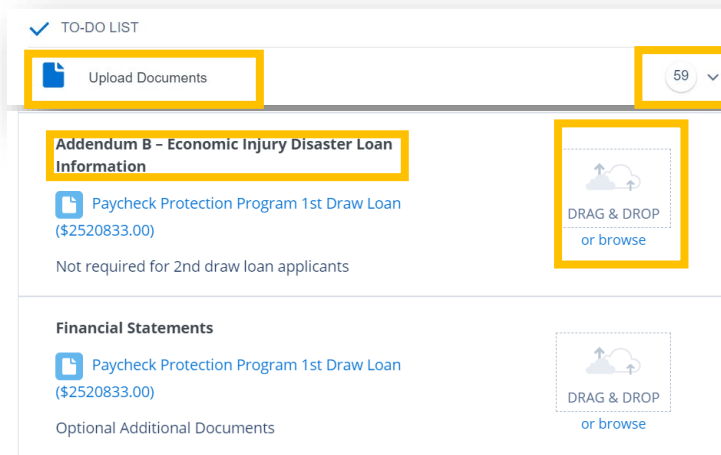
Uploading Documents pt. 1

1. Clicking the drop-down by the **Upload Documents** header, you will see placeholders for specific Documents to be uploaded.

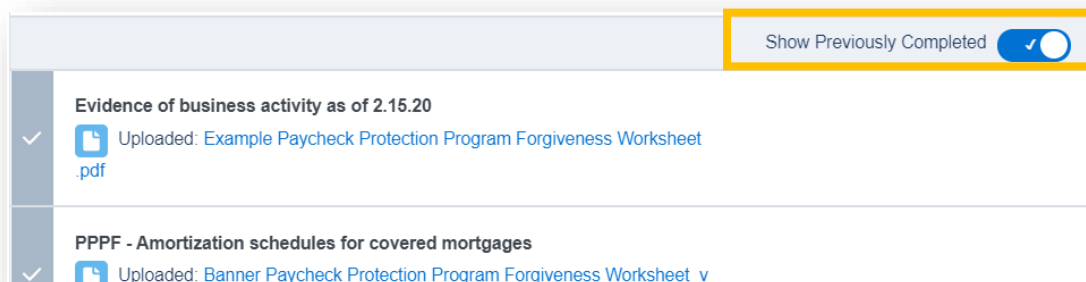
Note: Each document will have a Loan amount listed in blue text below the document name to notify you which Loan it correlates to

- **Note:** Placeholders that appear may vary
- **Note:** Only one document per placeholder can be uploaded. If you have more than one document that applies to one placeholder, please combine them into one file (Maximum file size is 5MB)

2. To upload documents, expand the **Upload Documents** drop down. Either **Drag & Drop** from your computer or **Browse** and select a file



3. With the Upload Documents drop down open, scroll down and switch the toggle next to **Show Previously Completed** so that it shows blue check mark. This will show you all previously uploaded documents



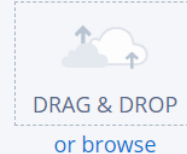
Draw 2 Forgiveness Customer Portal (3508EZ)

Additional Documents

- If there is not a placeholder for a document, or you can't identify which file should go into a placeholder there is also the option to use the **Additional Documents** feature. Drag and Drop or Browse any number of files which you think the bank will need for your application

Additional Documents

If you have additional supporting documents that did not fit in the placeholders, please upload those here.



INSTRUCTIONS



Need Help?

If you have multiple for any of the specified placeholders, you may merge them together or zip them up in one file before uploading. EX. I have 4 payroll files, so I merged them together into one document before uploading.

Please provide documentation for payroll, nonpayroll, and employee information where necessary. This documentation should clearly tie to the numbers input into the forgiveness application. Examples of this documentation would consist of the following:

Draw 2 Forgiveness Customer Portal (3508EZ)

Required Documents* for EZ

Below is a list of Documents that you may be required to upload. *Reference your **Customer Portal Dashboard** to determine the exact requirements for your application.

Payroll: Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or Alternative Covered Period.

- Bank account statements or third-party payroll service provider reports documenting the amount cash compensation paid to employees.
- Tax forms or third-party payroll reports that overlap with the Covered Period or Alternate Covered Period.
- Payroll tax filings reported, or that will be reported to the IRS (typically, Form 941); and
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that would be reported, to the relevant state.
- 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.
- If you checked only the second box on the checklist to determine the ability to use the EZ form, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.

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.
- **Covered operations expenditures:** Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
- **Covered property damage costs:** Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.
- **Covered supplier costs:** Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods), copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
- **Covered worker protection expenditures:** Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.

INSTRUCTIONS