

PPP Forgiveness Instructional Webinar



ABB AMERICAN
BUSINESS BANK

armanino 

Today's Presenters



John Schweisberger

*Business Outsourcing
Services, **Partner***



John Kogan

*Business Outsourcing
Services, **Director***



Matt Petroski

Tax, Director

Today's Agenda



- Highlight key PPP Forgiveness regulation updates
- Review the steps in the process to forgiveness and the timeline for applying
- Conduct a deep dive into the calculation model and helpful resources that you can utilize



Four Key Forgiveness Changes

- New EZ form available for:
 - ✓ Self-employed, sole proprietors or independent contractors with no employees at time of applying and in basis of loan application
 - ✓ Businesses with no salary reductions AND no FTE reductions from 1/1/20 – end of Covered Period
 - ✓ Businesses with no salary reductions AND an inability to return to pre-2/15/20 activity throughout the Covered Period due to governmental restrictions using HHS, CDC or OSHA guidance
- Able to file application when PPP money runs out
- New FTE Reduction safe harbor
- Maximum compensation cap per person moves to \$46,154 if choosing 24-week Covered Period

Five New Forgiveness Rules FAQs

1. If I choose 24 weeks but file for forgiveness before then, do I run any risks?
2. If I apply after 12 weeks, what is the maximum compensation per employee I can get credit for?
3. As an owner, can I pay myself the \$46,154 maximum?
4. Do I have to wait until December 31st to know if I qualify for safe harbor from the reduction factors?
5. If I spent more than my PPP loan amount on Payroll Costs during my Covered Period, can I apply the reduction factors against this higher forgiveness amount, thereby still staying above 100% forgiveness?



Outputs of the Forgiveness Process

Forgiveness Application Form 3508 and Schedule A

Forgiveness Application Form 3508EZ

Paycheck Protection Program
Loan Forgiveness Application Revised June 16, 2020
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: _____

Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13): _____

Potential Forgiveness Amounts

Line 8. Modified Total (multiply line 6 by line 7): _____

Line 9. PPP Loan Amount: _____

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): _____

Forgiveness Amount

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10): _____

Paycheck Protection Program
Loan Forgiveness Application Revised June 16, 2020
OMB Control Number 3245-0407
Expiration Date: 10/31/2020

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 or incurred by Borrower for employer contributions for employee health insurance: _____

Line 7. Total amount paid or incurred by Borrower for employer contributions to employee retirement plans: _____

Line 8. Total amount paid or incurred 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

Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9): _____

Full-Time Equivalency (FTE) Reduction Calculation

If you satisfy any of the following three criteria, check the appropriate box, skip lines 11 and 12, and enter 1.0 on line 13; otherwise, complete lines 11, 12, and 13:

No reduction in employees or average paid hours: If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here ☐.

FTE Reduction Safe Harbor 1: If you were 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, 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 for sanitation, social distancing, or any other worker or customer safety requirement related to COVID-19, check here ☐.

FTE Reduction Safe Harbor 2: If you satisfy FTE Reduction Safe Harbor 2 (see PPP Schedule A Worksheet), check here ☐.

Line 11. Average FTE during the Borrower's chosen reference period: _____

Line 12. Total Average FTE (add lines 2 and 5): _____

Line 13. FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if any of the above criteria are met: _____

Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ
OMB Control No. 3245-0407
Expiration date: 10/31/2020

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: _____

Line 2. Business Mortgage Interest Payments: _____

Line 3. Business Rent or Lease Payments: _____

Line 4. Business Utility Payments: _____

Potential Forgiveness Amounts

Line 5. Add the amounts on lines 1, 2, 3, and 4: _____

Line 6. PPP Loan Amount: _____

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60): _____

Forgiveness Amount

Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): _____

Two Tools for the Forgiveness Process

Forgiveness Application Workflow and Portal

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BUSINESS

PERSONAL & SMALL BUSINESS

Company ID User ID

CULTURE

SERVICES

INVESTOR RELATIONS

MARKET PERSPECTIVES

SBA PPP FORGIVENESS APPLICATION

Your Officer
OE Support
noreply@3esoftware.com

SBA PPP Application
Current Status: App In Progress

This page will give you the current status of your PPP Application, feel free to bookmark it.
If you have been asked to provide more files, or have made changes to any files and wish to upload them, please do so below.

This status page is only for information reasons and does not guarantee any approvals or closings.

Helpful Links:
[Treasury FAQs](#)
[SBA FAQs](#)

START THE PPP FORGIVENESS PROCESS

ABB AMERICAN BUSINESS BANK

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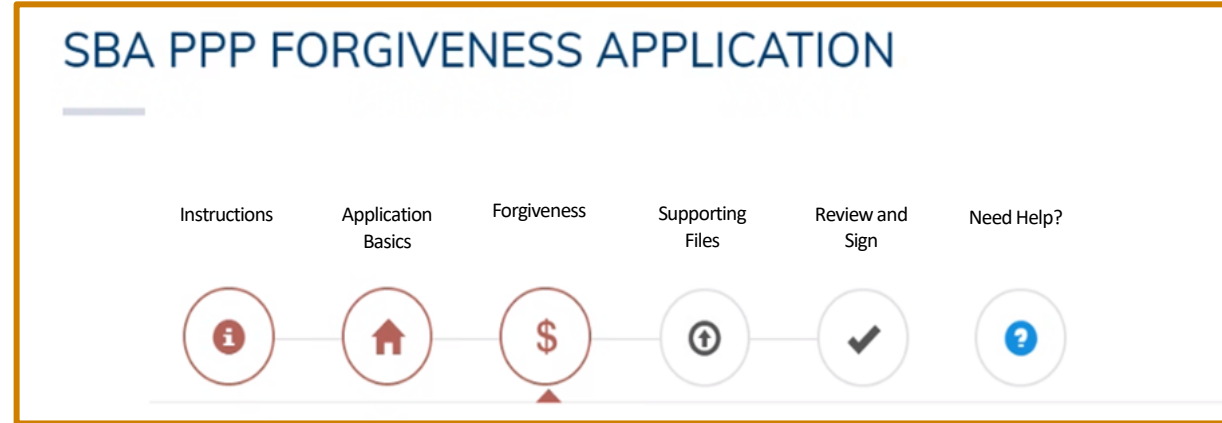
Forgiveness Calculation Model for Non-EZ Form Filers

	A	B	C	D
1	Paycheck Protection Program			
2	Forgiveness Data Input Workbook		v1.4	American Business Bank
3	Copyright © Armanino LLP			
4				
5		Tab		Purpose
6		Tab 0 - Instructions & General Info		Workbook Instructions - Starting point for analysis
7		Tab 1 - Initial Data Input		Company and loan information required for SBA/Bank forgiveness forms
8		Tab 2 - Pay Cycle 1 Input		Input Payroll Cost and Employee Hours information here
9		Tab 3 - Pay Cycle 2 Input		If your company has a second payroll cycle (e.g. Weekly and Semi-monthly), enter it on this tab
10		Tab 4 - Mortgage Obligations		Enter Covered Mortgage Obligations
11		Tab 5 - Rent or Lease		Enter Covered Rent or Lease Obligations
12		Tab 6 - Utilities		Enter Covered Utilities
13		Tab 7 - Owner's Comp		If applicable, enter Owner's Compensation
14		Tab 8 - Forgiveness App Data Entry		Pull calculated data from this tab to enter in the bank's forgiveness application portal
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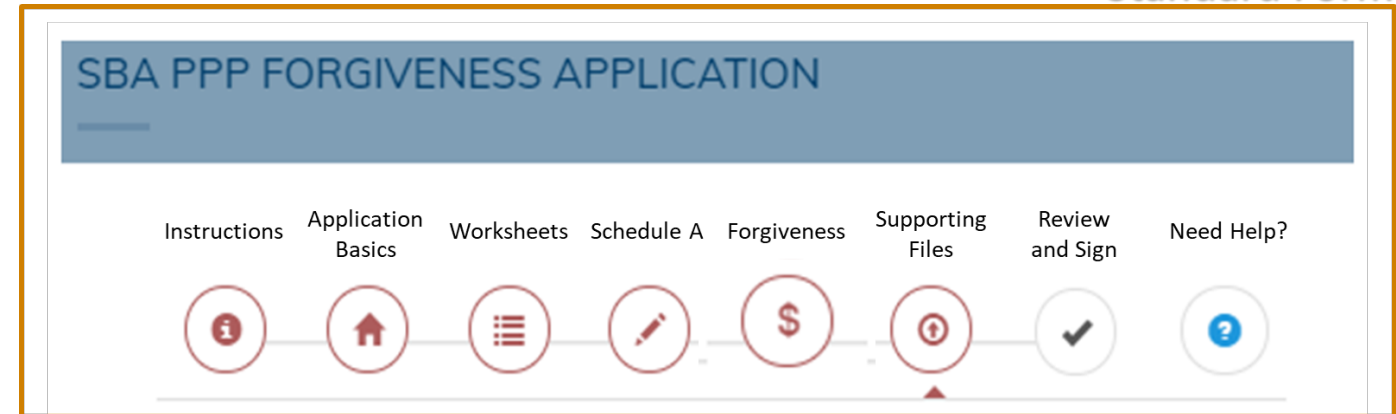
Forgiveness Application Workflow and Portal

- Easy, one-click access
- Secure Multi-Factor Authentication
- Left to right process – you must complete one step before moving on
- Saves everything you upload
- Easy navigation buttons at bottom of each page
- Training video coming soon
- Quick Reference Navigation Guide to be posted on ABB's website

EZ Form

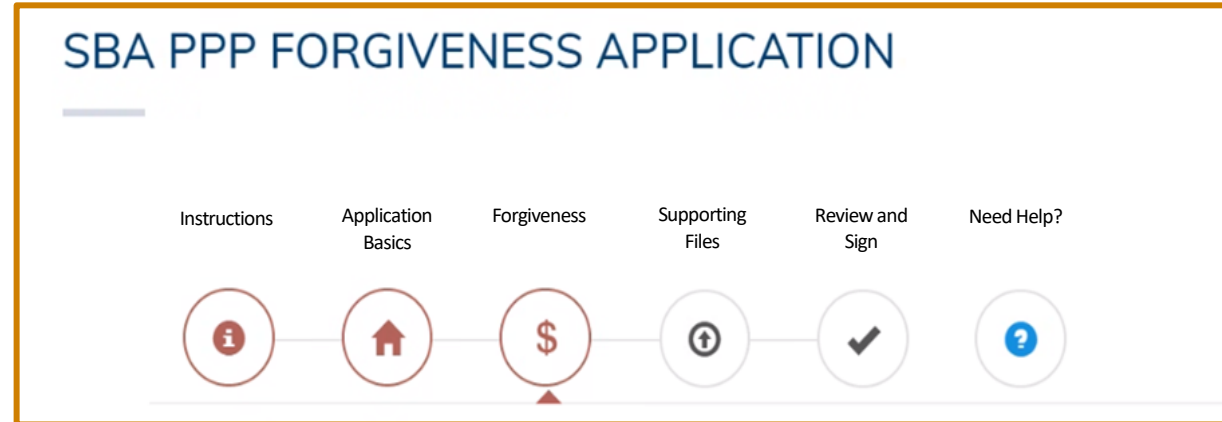


Standard Form



So What Do We Do?

EZ Form



So What Do We Do?

EZ Form



- ABB will email a unique link to access the portal – ***DON'T LOSE THIS!***
- Click the link to reach the portal, click "Start the PPP Forgiveness Process" and add your cell number to enable MFA
- Enter second secure access code
- Read the Instructions

So What Do We Do?

EZ Form



- Review pre-populated fields for accuracy (Company Name, EIN, Loan Amount, etc.)
- Complete basic information in fields that aren't pre-populated (e.g., Number of Weeks in Covered Period, # Employees, etc.)
- Determine your eligibility to use the EZ application by selecting Yes or No to criteria
- Click Save and Continue

Determining EZ Form Eligibility

ABB AMERICAN BUSINESS BANK

Do you want to use an 8 week covered period or a 24 week covered period? * 8 Weeks

BUSINESS PERSONAL & SMALL BUSINESS

Company ID User ID

The Covered Period is auto-calculated by the loan disbursement date. It is very critical and you must contact your lender if you believe it to be wrong.

Covered Period Start Date * 4/14/2020

Covered Period End Date * 6/8/2020

The alternative Payroll Covered Period is very critical. Please set it based off the instructions. Leave BLANK if you do not want to use it and are only using Covered Period.

Alternative Payroll Covered Period Start Date (if applicable) 4/16/2020

Alternative Payroll Covered Period End Date (if applicable) 6/10/2020

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MARKET PERSPECTIVES

Are you eligible to use the EZ application

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

PPP Borrower Demographic Information Form

Determining EZ Form Eligibility

using Covered Period.

Alternative Payroll Covered Period Start Date (if applicable)

Alternative Payroll Covered Period End Date (if applicable)

BUSINESS PERSONAL & SMALL BUSINESS

Company ID User ID

Are you eligible to use the EZ application

The Borrower is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).

The Borrower did not reduce annual salary or hourly wages of any employee by more than 40 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (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. 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.

The Borrower did not reduce annual salary or hourly wages of any employee by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period (as defined below) compared to the period between January 1, 2020 and March 31, 2020 (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 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

You are eligible to use the EZ application. Do you want to use the EZ application?

The Rest of the EZ Form Process

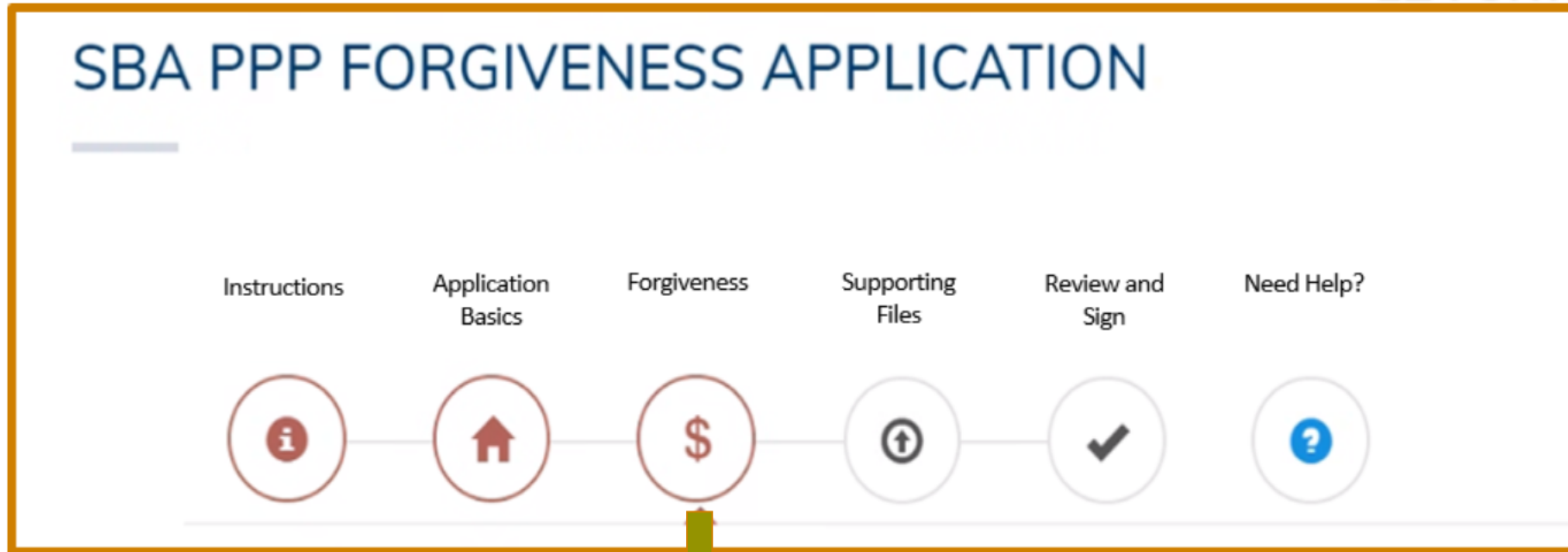
EZ Form



- Enter Payroll and Non-Payroll Costs
- Potential Forgiveness Amounts will be populated in Line 5-7 and the final requested Forgiveness Amount will be determined in Line 8
- Click Save and Continue

The Rest of the EZ Form Process

EZ Form



- Drag and drop required Supporting Documents into appropriate boxes to upload to portal
- Boxes will be color-coded **Red** for required documents, which will turn **Green** once you upload to that box
- You cannot continue until each required box holds a Supporting Document
- Click Save and Continue

The Rest of the EZ Form Process

EZ Form




- Wait while ABB reviews your application and supporting documents
- You may be directed back to the Forgiveness step and instructed the correct numbers to enter in the application fields in the event of errors or disallowed expenses; Once you have updated the Forgiveness Application, proceed through Supporting Files and Click Save and Continue
- Finally, certify where appropriate and sign your Forgiveness Application
- Click Submit to Bank

You Can't Use the EZ Form Process

Unless you certify and can support that you:

- Are self-employed with no employees
- OR -
- Had no Salary or FTE Reductions since 1/1/20
- OR -
- Had no Salary Reductions since 1/1/20 and were unable to return to pre-2/15/20 business activity due to federal requirements

Forgiveness Application Form 3508EZ



Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508EZ

OMB Control No. 3245-0047
Expiration date: 10/31/2020

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: _____

Line 2. Business Mortgage Interest Payments: _____

Line 3. Business Rent or Lease Payments: _____

Line 4. Business Utility Payments: _____

Potential Forgiveness Amounts
Line 5. Add the amounts on lines 1, 2, 3, and 4: _____

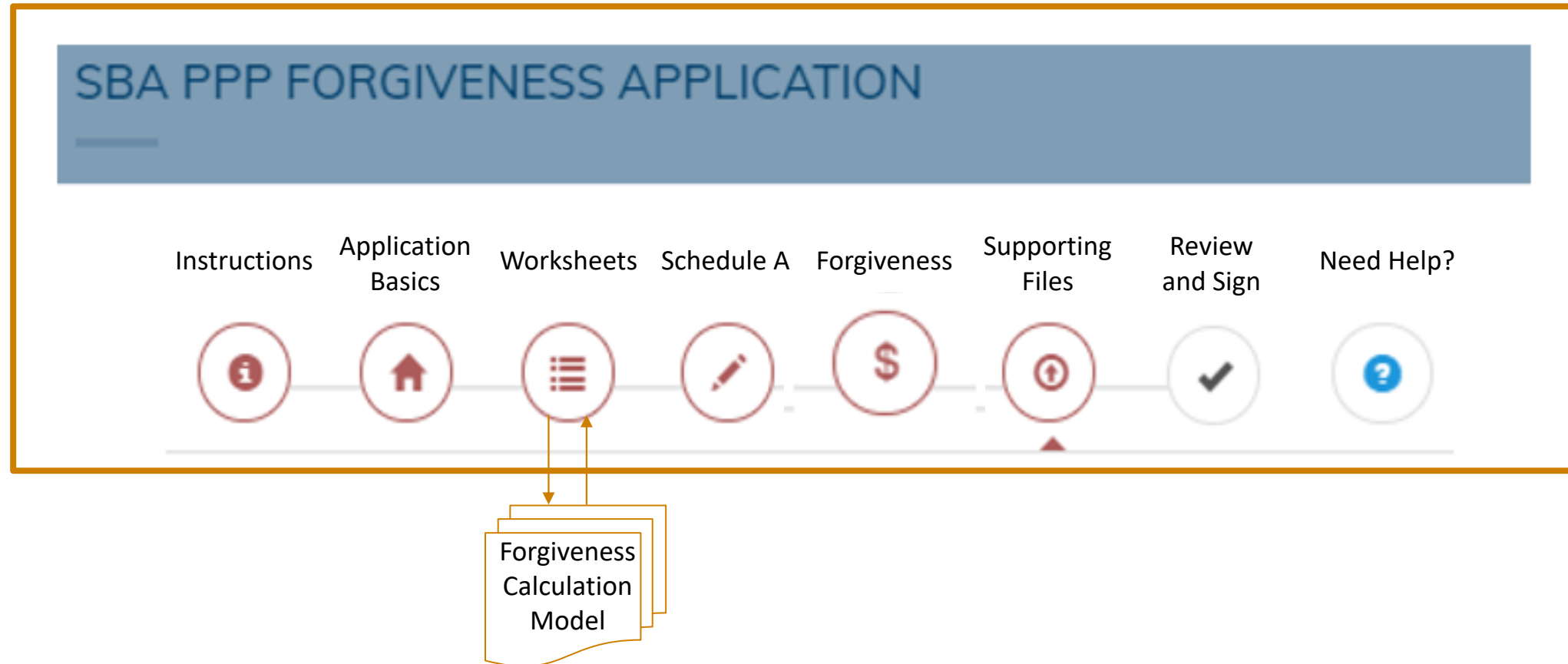
Line 6. PPP Loan Amount: _____

Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60): _____

Forgiveness Amount
Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): _____

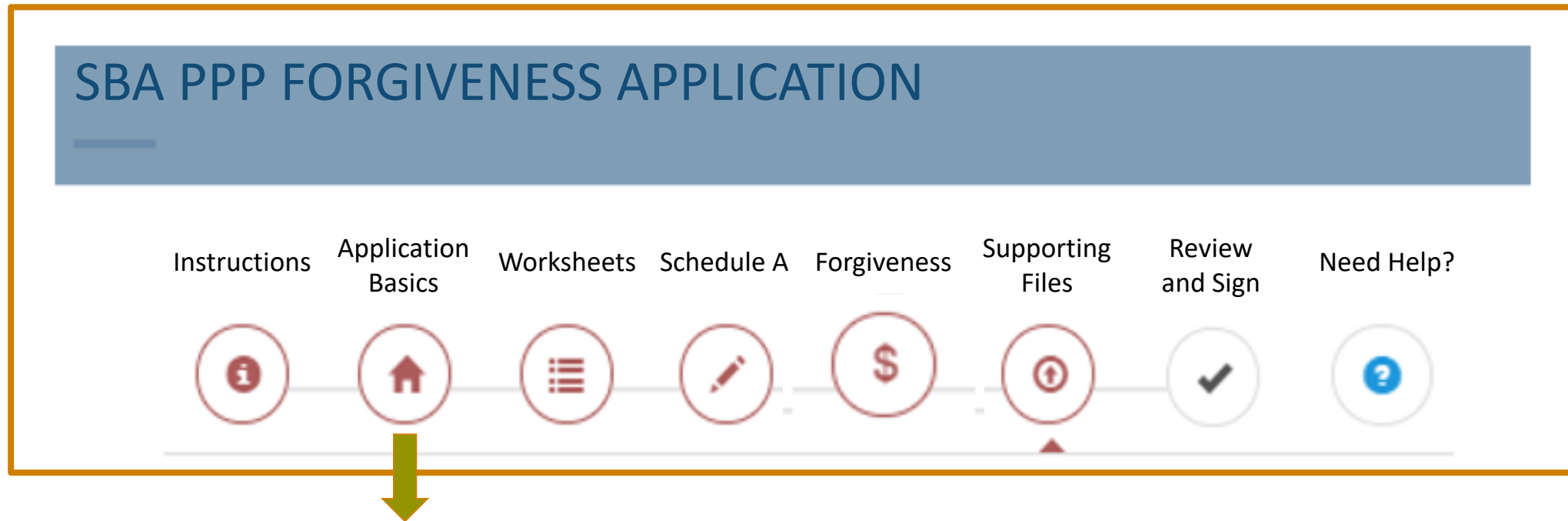
The High-Level Process: Standard Form Filers

Standard Form



So What Do We Do? Standard Form Filers

Standard Form



- This is where you will download the Armanino Loan Forgiveness Calculation Model

Worksheets Step Sample: Standard Form Filers

PPP Schedule A Worksheet Method:

Do Not Select → ☐ Build Using Worksheet Wizard ☒ Upload Excel/PDF Document(s) (You can download Template Samples) ☐ Skip This Step

Select to Download → Bank Forms:
• [PFS Template \(NOT SETUP UP\)](#)

Upload Files:

Click here to browse files... Browse...

Upload Completed Model Here → Drag and drop files here or browse above!
Only .PDF, .ZIP files are allowed! And .XLSX too

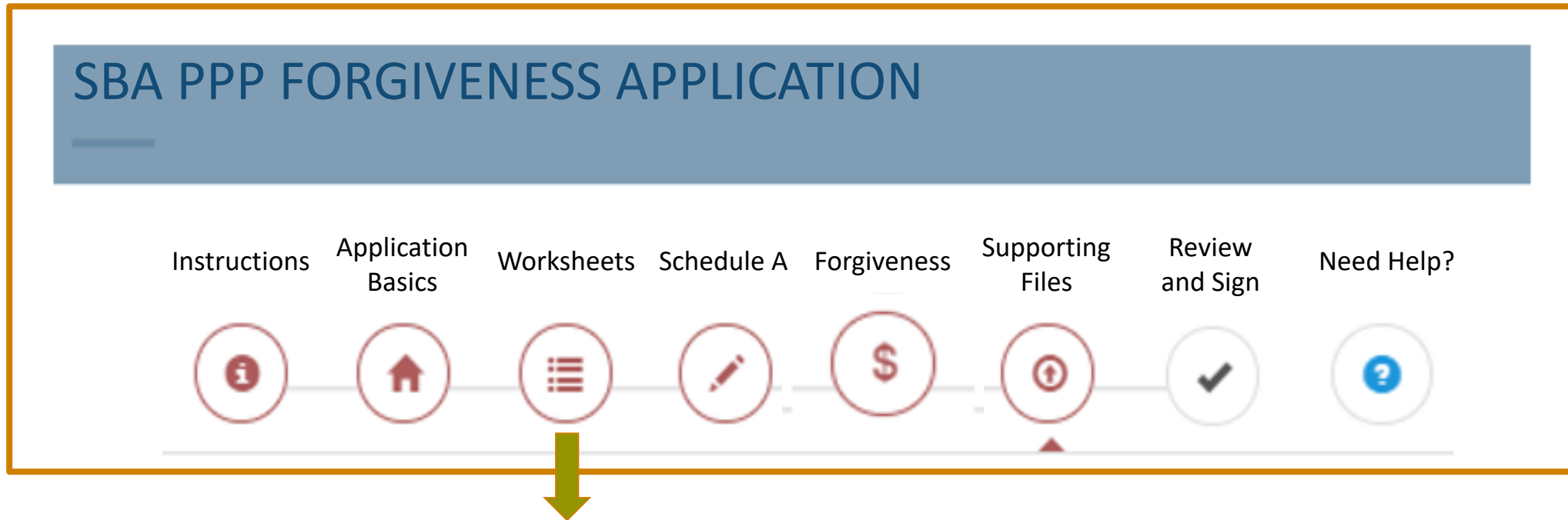
Exit / Logout Previous Save Save and Continue

TEST EXAMPLE

- Under PPP Schedule A Worksheet Method, move to Bank Forms and select the link to the Armanino Forgiveness Calculation Model; do not choose any of the buttons above
- The model will download to your computer; complete the model and return to this page to Upload the File back to the portal
- Click Save and Continue

So What Do We Do? Standard Form Filers

Standard Form



- Enter data in Schedule A fields based on guidance from Armanino model, Tab 8
- If the model produces error statements, simply enter 0 in each field; you will come back to this step after your preliminary application is reviewed to enter the correct information
- Click Save and Continue

So What Do We Do? Standard Form Filers

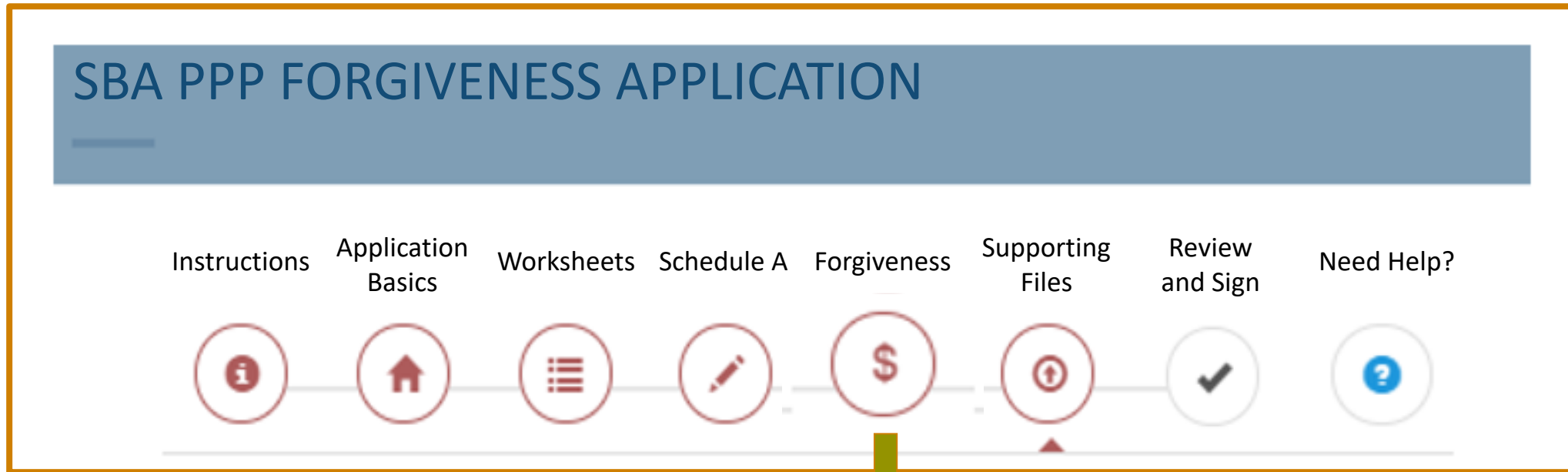
Standard Form



- Enter Non-Payroll Costs in Lines 2, 3 and 4 using data in Armanino model, Tab 8, cell C95
- Click Save and Continue

So What Do We Do? Standard Form Filers

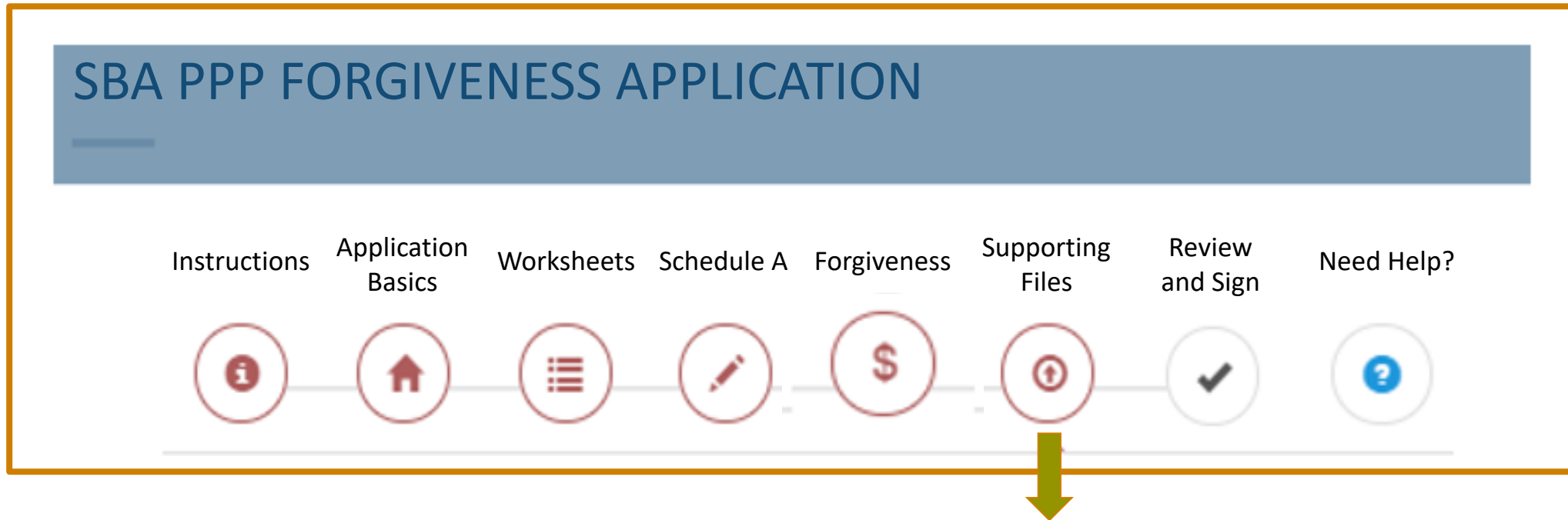
Standard Form



- Drag and drop required Supporting Documents into appropriate boxes to upload to portal
- You cannot continue until each required box holds a Supporting Document
- Click Save and Continue

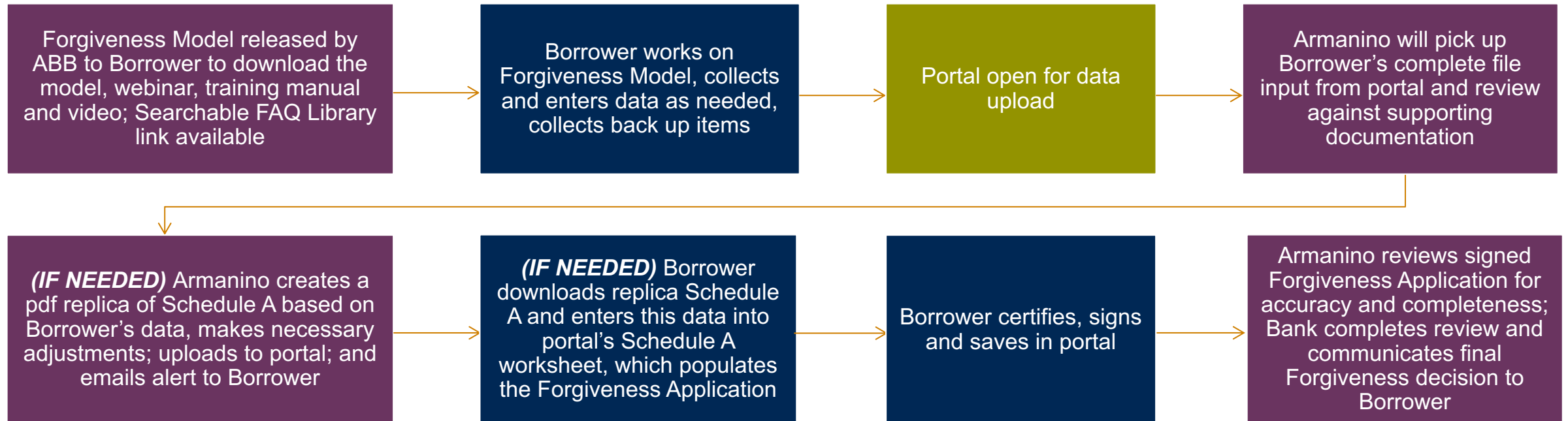
So What Do We Do? Standard Form Filers

Standard Form



- Wait while ABB reviews your application, model and supporting documents
- You may be directed back to the Schedule A step and instructed the correct numbers to enter into the Schedule A fields; Once you have updated Schedule A, click Save and Continue, then update the Forgiveness Application if necessary; proceed through Supporting Files and Click Save and Continue
- Finally, certify where appropriate and sign your Forgiveness Application
- Click Submit to Bank

Expected Process Timeline



Forgiveness Calculation Model Overview: Standard Filers

- You: Enter Data
- Model: Performs All Calculations
- Have all documentation ready before starting
 - + Payroll journals for each payroll run since 1/1/2019
 - + Accounting records for non-payroll costs in Covered Period
- Do not attempt to use summary report data provided by third party payroll providers
- Understand Excel version limitations

Forgiveness Calculation Model Overview

	A	B	C	D
1	Paycheck Protection Program			
2	Forgiveness Data Input Workbook		v1.4	American Business Bank
3	Copyright © Armanino LLP			
4				
5		Tab		Purpose
6		Tab 0 - Instructions & General Info		Workbook Instructions - Starting point for analysis
7		Tab 1 - Initial Data Input		Company and loan information required for SBA/Bank forgiveness forms
8		Tab 2 - Pay Cycle 1 Input		Input Payroll Cost and Employee Hours information here
9		Tab 3 - Pay Cycle 2 Input		If your company has a second payroll cycle (e.g. Weekly and Semi-monthly), enter it on this tab
10		Tab 4 - Mortgage Obligations		Enter Covered Mortgage Obligations
11		Tab 5 - Rent or Lease		Enter Covered Rent or Lease Obligations
12		Tab 6 - Utilities		Enter Covered Utilities
13		Tab 7 - Owner's Comp		If applicable, enter Owner's Compensation
14		Tab 8 - Forgiveness App Data Entry		Pull calculated data from this tab to enter in the bank's forgiveness application portal
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Forgiveness Calculation Model Overview

28 American Business Bank | Armanino^{LLP}

Forgiveness Calculation Model Overview

	A	B	C
1	Back to Table of Contents		
2	Copyright © Armanino LLP		
3			
4	General Instructions:		
6	Most importantly: read all instructions first. They are located on this tab and on each data entry tab. Also,		
7	look for "cell notes" which are denoted by a small red triangle in the top-right corner of a cell.		
9	In general, this workbook requires you enter salary, wage, and hour data for each employee, for every		
10	pay period indicated. Note the model contains a lot of data and calculations which may slow down Excel.		
12	Start with Tab "1. Initial Data Input" and work your way through all of the tabs (tabs 1 though 7). Many		
13	companies may not need to enter a second Pay Cycle (tab 3) or Owner's Comp (tab 7). If that is the case,		
14	leave tabs 3 and 7 empty.		
16	In each tab, enter data in the open, yellow fields.		
17			
19	Payroll data entry will require detailed payroll reports and/or payroll accounting journal entries.		
20			
22	Save your file with the following naming convention: YourCompanyName + last 4 digits of your bank loan		
23	number + "ForgivenessData" + ".xlsx", with no spaces. For example: "YourCo1234ForgivenessData.xlsx"		
25			

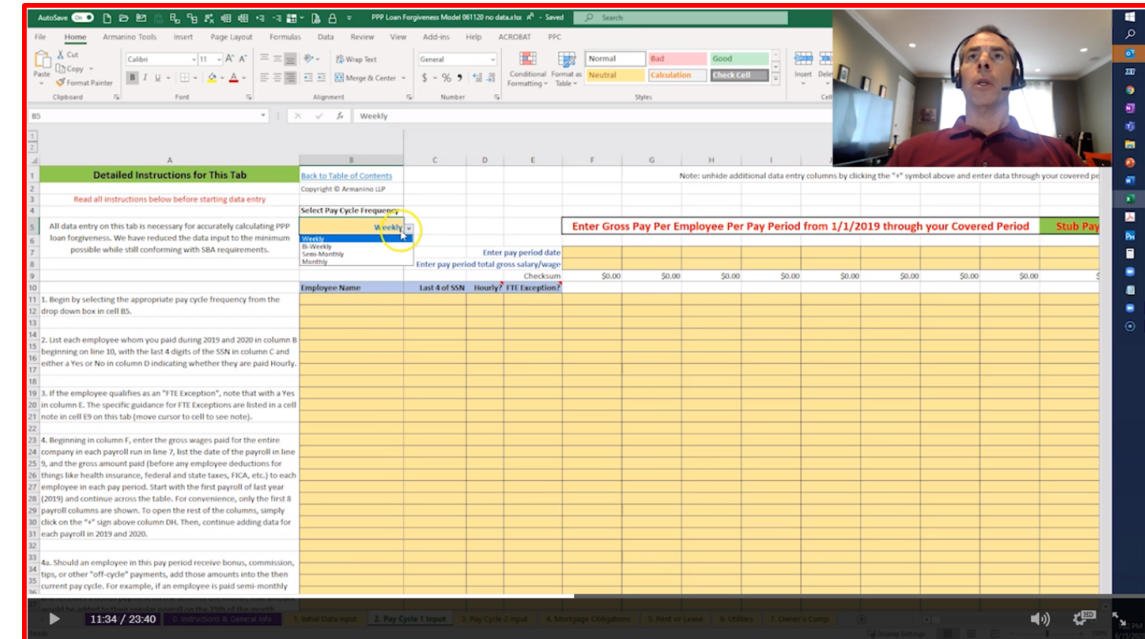
Forgiveness Calculation Model Overview

	A	B	C
1		Back to Table of Contents	
2		Copyright © Armanino LLP	
3			
4		General Instructions:	
6		Most importantly: read all instructions first. They are located on this tab and on each data entry tab. Also,	
7		look for "cell notes" which are denoted by a small red triangle in the top-right corner of a cell.	
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12		Start with Tab "1. Initial Data Input" and work your way through all of the tabs (tabs 1 through 7). Many	
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14		leave tabs 3 and 7 empty.	
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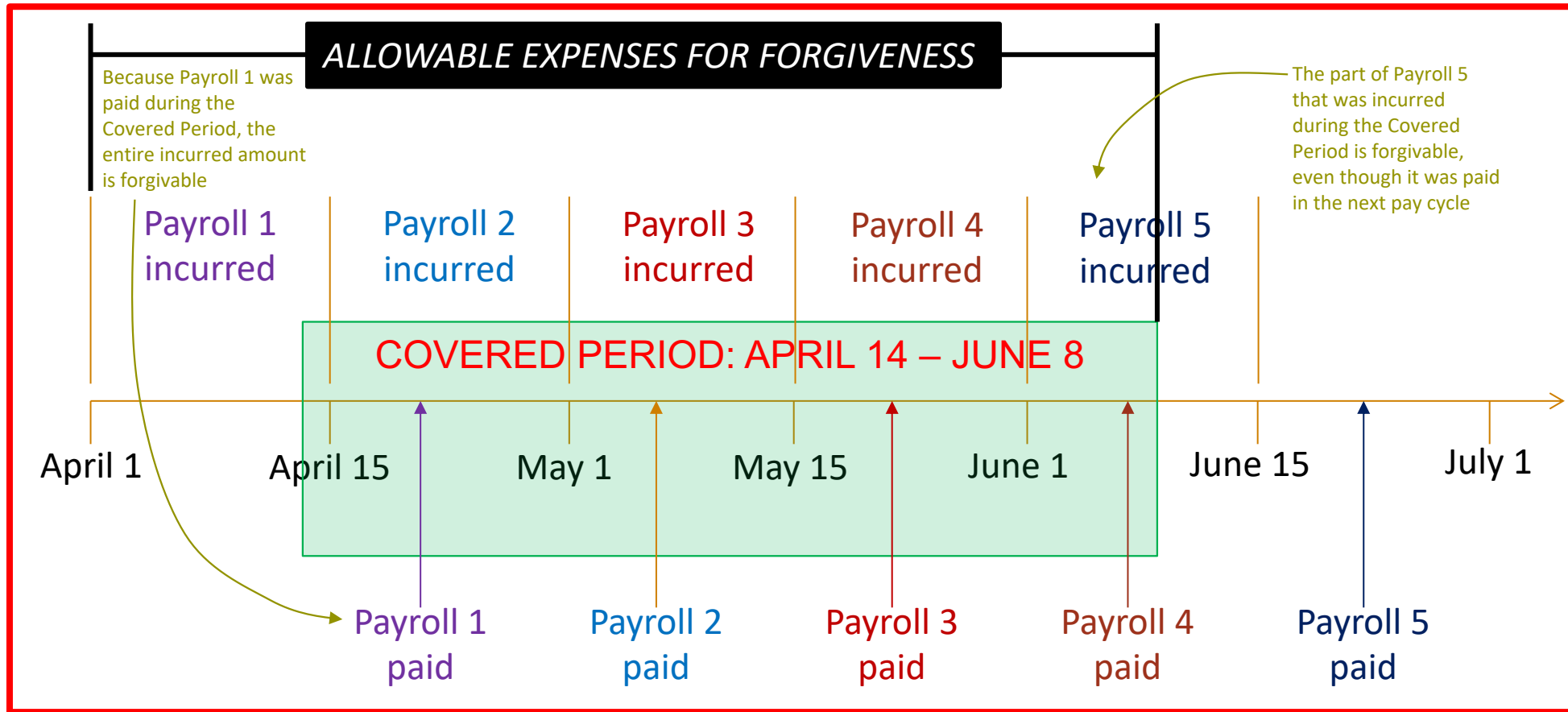
Forgiveness Calculation Model Overview

- The main data entry worksheet is Tab 2: Pay Cycle 1, which includes:
 - + Gross Pay for each employee for each pay period from 1/1/2019 through the end of your Covered Period (Table 1)
 - + Hours paid for each employee for the two 2019 look-back periods and for 1/1/2020 through the end of your Covered Period (Tables 2-4)
 - + Employer payments of Medical Benefits, Retirement Contributions and State and Local Taxes for the Covered Period (Tables 5-7)

How-To Video



Incurred vs. Paid Rules for Forgiveness



Non-Payroll Cost Worksheets

- Tabs 4 – 7 are simple lists of Non-Payroll Expenses, which include:
 - + Interest paid on Mortgage obligations (Tab 4)
 - + Payments for Rent or Leases (Tab 5)
 - + Payments for Utilities (Tab 6)
 - + Payments to Owners (Tab 7)

	A	B	C
1	INTEREST ON COVERED MORTGAGE OBLIGATIONS		
2	Back to Table of Contents	Copyright © Armanino LLP	
3	Covered Mortgage Obligations: payments of interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020. Remember to add "incurred but not paid" amounts through the end of your Covered Period.		
4	Enter both 'Paid' and 'Incurred But Not Paid' Amounts: eligible non-payroll costs must either 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. For non-payroll costs incurred during the Covered Period and paid on or before the next regular billing date, please enter the calculated 'pro-rated' amount in the "Amount" column with a note detailing the calculation.		
5			
6			
7	Total Covered Mortgage Obligations	\$ 12,870.00	
8			
9			
10	Payment Date	Amount	Notes
11	5/13/2020	\$ 6,435.00	Interest on purchased (with a loan) production machinery
12	6/13/2020	\$ 6,435.00	Interest on purchased (with a loan) production machinery
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◀ ▶ ... 1. Initial Data Input 2. Pay Cycle 1 Input 3. Pay Cycle 2 Input 4. Mortgage Obligations 5. Rent or Lease 6. Utilities 7. Owner's Comp			

Tab 8 for Portal Data Entry

- To complete the portal workflow, you will need to enter data into the Schedule A step
- All necessary data to do this is on Tab 8, “Forgiveness App Data Entry”
- This tab also contains the data you will need for the Forgiveness Application step

	A	B	C
1	DATA TO BE ENTERED INTO "SCHEDULE A" APPLICATION STEP IN PORTAL		
2	PPP Schedule A Worksheet, Table 1 Totals		
3			
4	Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1		
6	<input type="text" value="\$161,849.30"/>		
7			
8	Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1		
10	<input type="text" value="16.4"/>		
11			
12	Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1		
14	<input type="text" value="\$16,982.92"/>		
15			
16	If the average annual salary or hourly wage for each employee listed on the PPP Schedule A		

Tab 8 for Portal Data Entry

- If you are using an older version of Excel, some calculations will not display properly
- You may see an error message on Tab 8; simply enter 0 in that cell in the workflow portal

	A	B	C
1	DATA TO BE ENTERED INTO "SCHEDULE A" APPLICATION STEP IN PORTAL		
2	PPP Schedule A Worksheet, Table 1 Totals		
3			
4	Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1		
6	<div>We have detected an error. Please enter "0" in the accompanying field in the bank portal and continue the process of data entry.</div>		
7			
8	Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1		

Portal Data Entry Using Tab 8 Data

- Simply navigate to Schedule A in the portal and enter the data from Tab 8 in the model

Calculation Model, Tab 8 “Forgiveness App Data Entry”

DATA TO BE ENTERED INTO "SCHEDULE A" APPLICATION STEP		
PPP Schedule A Worksheet, Table 1 Totals		
Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1		
	\$161,849.30	
Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1		
	16.4	
Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1		
	\$16,982.92	
If the average annual salary or hourly wage for each employee listed on the PPP Schedule A		

ABB Workflow Portal, Step “Schedule A”

Instructions

Application Basics

Worksheets

Schedule A

Forgiveness

Supporting Files

Review and Sign

Need Help?

We have pre-filled the data we could from your submitted worksheet. Be sure to verify all fields before continuing.

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

Resources Available to Help You Succeed

Calculator Model comes with a How-To Video.....

▶ WELCOME ▶

ABB AMERICAN
BUSINESS BANK

Resources Available to Help You Succeed



Calculator Model comes with a How-To Video.....

..... and a Users Guide

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Table 2: Hours Per Employee Per Pay Period from 2/15/2019 through 6/30/2019	15
Table 3: Hours Per Employee Per Pay Period from 5/1/2019 through 9/15/2019 (for Seasonal Employers ONLY)	16
Table 4: Hours Per Employee Per Pay Period from 1/1/2020 through Your Covered Period	17
Table 5: Employer Portion of Medical Benefits through your Covered Period Only.....	18
Table 6: Employer Portion of 401k/Retirement through your Covered Period Only	20
Table 7: Employer Portion of State and Local Tax on Employee Compensation through your Covered Period Only.....	20
ENTERING NON-PAYROLL DATA.....	22
ENTERING OWNER'S COMPENSATION.....	24
NEXT STEPS.....	25

Forgiveness Model User Guide

Beginning in column DK (item A below), list the number of hours worked and paid in each pay period for each employee beginning with your payroll that included 2/15/2019 and continuing through the payroll that included 6/30/2019 (item B). In cells DK7 and DK8, enter the date of the payroll (should match to Table 1) as well as the aggregate hours paid in the period for the entire business (see item C). Finally, beginning in cell DK11, list all hours worked, including any overtime hours paid (item D below). For vacation or PTO hours, include those as well if the employee was paid for them, even though they didn't actually work them. Again, leave any unused columns blank.

B	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU
Back to Table of Contents	your covered period													
Copyright © Armanino LLP														
Select Pay Cycle Frequency														
Weekly	Stub Pay													
6/24/20 to 6/27/20														
\$9,634.30														
\$0.00														
Employee Name														
Employee 2	\$	1,071.43												
Employee 4	\$	471.43												
Employee 5	\$	-												
Employee 6	\$	642.86												
Employee 7	\$	342.86												
Employee 9	\$	707.14												
Employee 11	\$	771.43												
Employee 13	\$	450.00												

Table 3: Hours Per Employee Per Pay Period from 5/1/2019 through 9/15/2019 (for Seasonal Employers ONLY)

Before continuing, save your work!

Once the first look-back period data has been entered, scroll to the right again to find Table 3.

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ABB AMERICAN BUSINESS BANK

..... and a Users Guide

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ion of Medical Benefits through your Covered Period Only.....	18
ion of 401k/Retirement through your Covered Period Only.....	20
ion of State and Local Tax on Employee Compensation through your Covered	20
DATA.....	22
IPENSATION.....	24
.....	25



PPP Forgiveness FAQ Library

Updated 6/19

The FAQ library is categorized to make navigating this information as easy as possible. Should you have any additional questions about the Forgiveness process, please forward your question to pppsolutions@americanbb.bank. We will provide an updated FAQ Library weekly. Questions deemed specific to individual businesses will receive a direct response each week.

Of note, the forgiveness calculation model we will send to you will automatically perform every calculation necessary to complete your application based on the data you enter in the model. Thus, please don't feel as though you need to know how to apply every rule associated with this complicated application. The model will run the calculations for you.

Enter your question:

Enter your question...

Search

Allowable Expenses

Payroll Costs

...and access to a fully searchable FAQ Library with 300+ questions – linked directly from the ABB PPP website



ABB Forgiveness FAQ Library



PPP Forgiveness FAQ Library

Updated 6/19

The FAQ library is categorized to make navigating this information as easy as possible. Should you have any additional questions about the Forgiveness process, please forward your question to pppsolutions@americanbb.bank. We will provide an updated FAQ Library weekly. Questions deemed specific to individual businesses will receive a direct response each week.

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Enter your question:

lease payments

Search

Allowable Expenses

Payroll Costs

ABB Forgiveness FAQ Library – Search Function

Enter your question:

Search

▼ Expand All

▲ Are rent/lease payments calculated from the date we received the funds?

Yes. The date you received funds is day one of your Covered Period.

▲ Are furniture lease payments eligible/includable?

Yes.

▼ Can payments for equipment leases be included in forgiveness?

▲ We signed a lease prior to February 15, 2020 but didn't move in until February 22. Can we get forgiveness on the lease payments?

Yes, since the agreement was in place at February 15, 2020 and your documentation can demonstrate that.

▼ In December 2019, we signed a new lease agreement with a related party that called for higher rent payments to begin in April 2020. Is this new, higher rent payment eligible for forgiveness?



Thank You!

Questions? Contact your ABB Relationship Manager
or email: ABBmodel@armaninoLLP.com