

# Standard Application

The following screenshots of the actual standard application process may better help you prepare your information:

## Input your expenses

**Fulton Bank** Paycheck Protection Program Loan Forgiveness Application

Getting Started ✓  
 Business Information ✓  
 PPP Loan Details ✓  
 3508EZ Eligibility ✓  
**Expense Categories** ▶  
 Employees & Cash Compensation ✖  
 FTE Safe Harbor ✖  
 Employee Pay Reductions & Safe Harbor ✖  
 Owner/Self-Employed/General Partner Compensation ✖  
 Summary & Schedule A ✓  
 Supporting Documents ✓  
 Upload Documents ✓  
 Borrower Demographic Information ✓  
 Submit and eSign ✓

### Expense Categories

Select the expenses from the Coverage Period for which Brewer Stop wishes to seek loan balance forgiveness.

What duration Covered Period will be used for this Loan Forgiveness Application?  
 8-weeks  24-weeks

[More about the Covered Period](#)

- Payroll Costs (Salaries & Wages)
- Owner-Employee/Self-Employed/General Partner Compensation
- Employer Contributions to Health Plans
- Employer Contributions to Retirement Plans
- Employer Payments to State and Local Tax Authorities
- Business Mortgage Interest Payments
- Business Rent or Lease Payments
- Business Utility Payments

What is the frequency with which employees are paid?

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## List all employees

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### Employees & Cash Compensation

Enter employee name, identifier (last four digits of SSN) and the sum of gross salary, gross wages, gross tips, gross commissions, paid leave (vacation, family, medical or sick leave, not including leave covered by the Families First Coronavirus Response Act), and allowances for dismissal or separation paid or incurred during the Covered Period or the Alternative Payroll Covered Period.

- \* No individual employee may have annualized cash compensation in excess of \$100,000 (\$15,385)
- \* Identify employees whose annualized income was greater than \$100,000 in any pay period in 2019 by selection the checkbox in the last row

Do not include any independent contractors, owner-employees, self-employed individuals or partners

Employee Name	Employee ID	Cash Comp 05/01/2020 to 06/26/2020	Employed by Brewer Stop in 2019	Was 2019 Cash Comp in excess of \$100,000
<input type="checkbox"/> 1 <input type="text"/>	<input type="text" value="####"/>	<input type="text"/>	<input type="checkbox"/>	N/A

[Add Employee](#) [Remove Employee](#) [Duplicate Employee](#)

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# FTW Safe Harbor

Fulton Bank Paycheck Protection Program Loan Forgiveness Application

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- PPP Loan Details ✔
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- Expense Categories ✔
- Employees & Cash Compensation ✔
- FTE Safe Harbor ➔
- Employee Pay Reductions & Safe Harbor ✖
- Owner/Self-Employed/General Partner Compensation ✖
- Summary & Schedule A ✔
- Supporting Documents ✔
- Upload Documents ✔
- Borrower Demographic Information ✔

### FTE Safe Harbor 📄 ⏪ NEXT ➔

A safe harbor under applicable law and regulation exempts certain borrowers from the loan forgiveness reduction based on FTE employee levels. Specifically, the Borrower is exempt from the reduction in loan forgiveness based on FTE employees described above if both of the following conditions are met:

1. the Borrower did not reduce the number of employees or the average paid hours of employees from January 1, 2020 to the end of the Covered Period
2. The Borrower was unable to operate at normal business activity levels due to compliance with work or customer safety requirements related to COVID-19
3. the Borrower reduced its FTE employee levels in the period beginning February 15, 2020, and ending April 26, 2020; and the Borrower then restored its FTE employee levels by not later than June 30, 2020 to its FTE employee levels in the Borrower's pay period that included February 15, 2020

Did Brewer Stop **reduce** the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period? Optional

Yes
  No

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# Employee Pay Reductions & Safe Harbor

Fulton Bank Paycheck Protection Program Loan Forgiveness Application

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- Expense Categories ✔
- Employees & Cash Compensation ✔
- FTE Safe Harbor ✔
- Employee Pay Reductions & Safe Harbor ➔
- Owner/Self-Employed/General Partner Compensation ✖
- Summary & Schedule A ✔
- Supporting Documents ✔
- Upload Documents ✔
- Borrower Demographic Information ✔
- Employee Information ✔

### Employee Pay Reductions & Safe Harbor 📄 ⏪ NEXT ➔

Please provide information for each employee for the identified periods. Only employees receiving Cash Compensation at an annualized rate of less than \$100,000 must be recorded.

1. Wage Type: Select Salary or Hourly
2. Average hours/week Jan 01 to Mar 31: For hourly employees only, enter the average weekly hours during the period January 01, 2020 to March 31, 2020
3. Average Pay Rate Jan 01 to Mar 31: Enter the average annual salary or hourly wage during the period January 01, 2020 to March 31, 2020
4. Pay Rate on Feb 15: Enter the annualized salary or hourly wage for the pay period containing February 15, 2020
5. Average Pay Rate February 15, 2020 to April 26, 2020: Enter the average annual salary or hourly wage from February 15, 2020 to April 26, 2020
6. Average Pay Rate May 01 to Jun 26: Enter the average annual salary or hourly wage during the Covered Period (May 01 to Jun 26)
7. Pay Rate on Jun 30: Enter the annualized salary or hourly wage for the pay period containing June 30, 2020

Employee	Wage Type	Average hours/week Jan 01 to Mar 31	Average Pay Rate Jan 01 to Mar 31	Pay Rate on Feb 15	Average Pay Rate Feb 15 to Apr 26	Average Pay Rate 05/01/2020 to 06/26/2020	Pay Rate on June 30	Payroll Reduction
sue smith	Hourly	HOURS						

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## Summary & Schedule A

Fulton Bank Paycheck Protection Program Loan Forgiveness Application

- Getting Started ✔
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- Employees & Cash Compensation ✔
- FTE Safe Harbor ✔
- Employee Pay Reductions & Safe Harbor ✔
- Owner/Self-Employed/General Partner Compensation ✔
- Summary & Schedule A ▶
- Supporting Documents ✔
- Upload Documents ✔
- Borrower Demographic Information ✔
- Submit and eSign ✔

Summary & Schedule A
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Review the Forgiveness Application Summary and Schedule A below.

All information and calculations are provided as estimates. Final Forgiveness Amount will be determined by lender the Small Business Administration.

Schedule A Forgiveness Summary

<u>Payroll and Non-Payroll Costs</u>	
Line 1 - Payroll Costs	\$3,200.00
Line 2 - Business Mortgage Interest Payments	\$0.00
Line 3 - Business Rent or Lease Payments	\$0.00
Line 4 - Business Utility Payments	\$0.00
<u>Adjustments for FTE and Salary/Hourly Wage Reductions</u>	
Line 5 - Total Salary/Hourly Wage Reductions	\$0.00
Line 6 - Net Allowable Expenses	\$3,200.00
Line 7 - FTE Reduction Quotient	1
<u>Potential Forgiveness Amounts</u>	
Line 8 - Modified Total	\$3,200.00
Line 9 - PPP Loan Amount	\$25,000.00
Line 10 - Payroll Cost 60% Payroll Requirement	\$5,333.33
Line 11 - Forgiveness Amount:	\$3,200.00

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Prior to submitting your application you will be required to upload your supporting documentation. We have developed a list of documents you can reference by visiting [fultonbank.com/CARES-ACT](https://fultonbank.com/CARES-ACT) and click on Supporting Documentation.

## Submit and Sign

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- EZ Expenses ✔
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- Borrower Demographic Information ✔
- Submit and eSign ▶

Submit and eSign
📄 ⏪ ⏩

Select checkbox below to prepare documents, eSign and submit your PPP Loan Forgiveness Application to lender.

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 th

I am ready to Submit and eSign