

Forgiveness Information

We want to ensure that you understand that loan forgiveness will be provided for the sum of documented payroll costs, mortgage interest payments, rent payments and utilities for the eight-week period following the funding of this loan. In addition, no more than **25% of your loan** can be used for Non-Payroll Costs. Eligible Payroll Costs for this loan include Salaries, wages, commissions, vacation, sick pay, health insurance, retirement benefits and State or Local taxes. At least 75% of your loan must be allocated towards these costs.

After your loan closes, you will have the opportunity to provide proof of the forgiveness items via our portal and our sales representative will call you to help walk you through this process. Please document how you spend this loan to ensure proper forgiveness is given. Also look out for emails from our team which will let you know when the portal is ready for you to submit.

During the next 8 weeks, ensure your average employee count remains the same or greater than 2019. This is applicable to only full-time employees and will also be reviewed for forgiveness.

If a portion of your loan is not forgiven, it will then be repaid over 24 months at a 1.00% interest rate. For example, if \$10,000 is not forgiven, your estimated monthly payment will be \$421.02 for twenty-four months at a rate of 1.00%.

We appreciate the opportunity to serve you and look forward to helping you on your next loan.

FAQ

- **Can I hire more people with this money?** Yes, just ensure your FT employee count remains the same or higher than 2019 employee count for the next 8 weeks
- **How do I document payroll costs?** Ask your payroll processor to help keep track of monies spent; track cancelled checks; bank statement transfers etc.
- **What happens if I do not use the entire loan?** The portion that was not used for payroll will not be forgiven and you will need to repay the loan
- **Does the entire loan need to be spent within 8 weeks?** Only the payroll portion needs to be spent during those 8 weeks which amounts to 2 months' worth of their average payroll costs.