



PPP  
2021 Loan  
Forgiveness  
Application  
Process



The Bank  
of Tampa

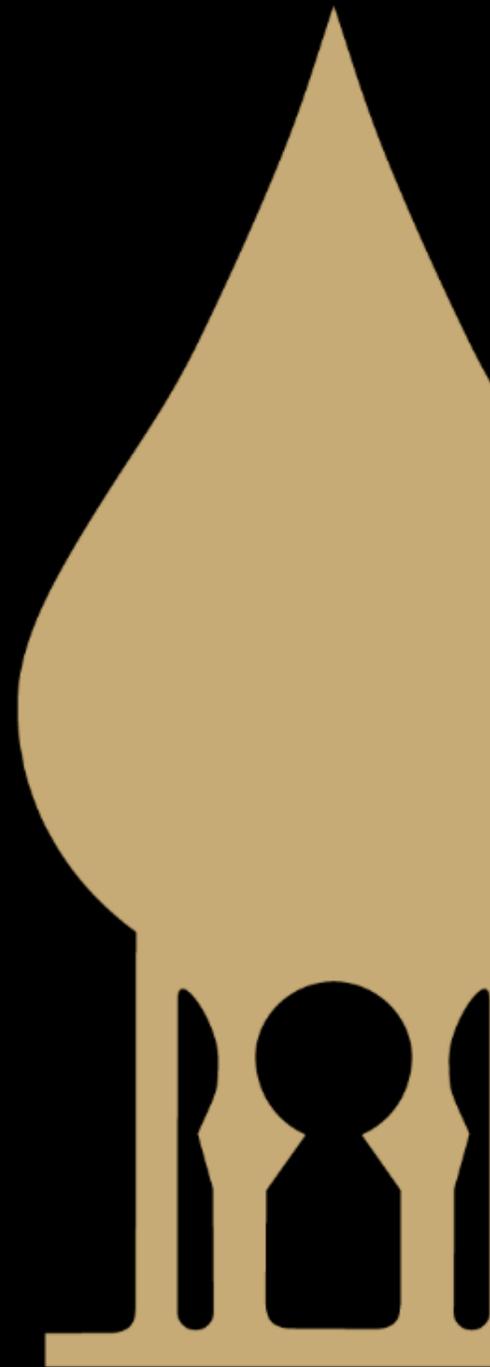
Invested *in you.*



**Corey Neil**  
President



**Frank Territo**  
Vice President  
Finance & Administration



# PPP by the Numbers

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3,200+



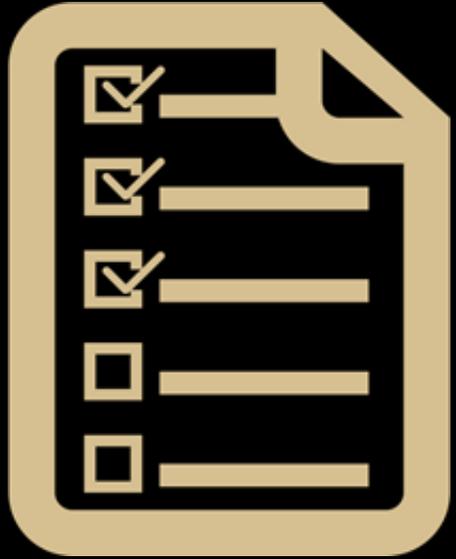
\$530,000,000



60,000+

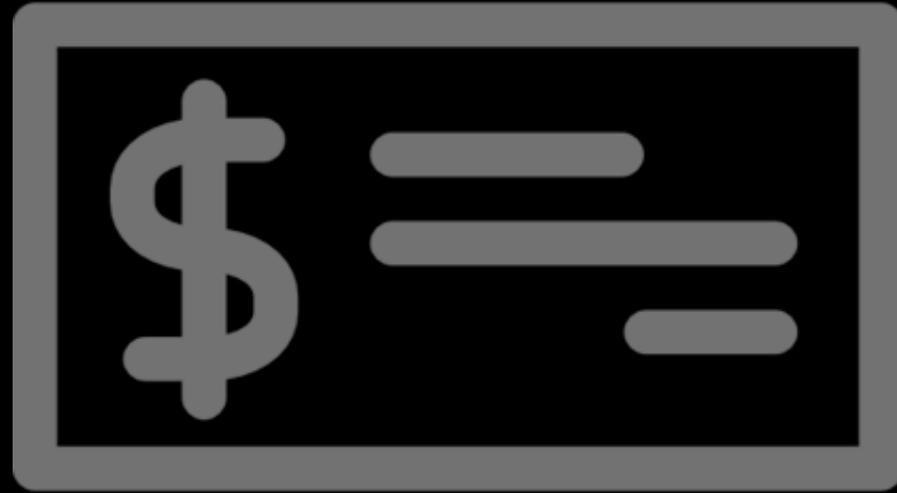
# Our Forgiveness Story

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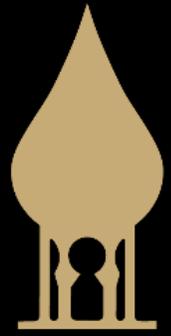
2,100+

# of Forgiveness Applications  
Approved and Paid By the SBA



\$363,000,000

Total Dollar Amount of  
Loans Approved and Paid by the SBA



The Bank  
of Tampa

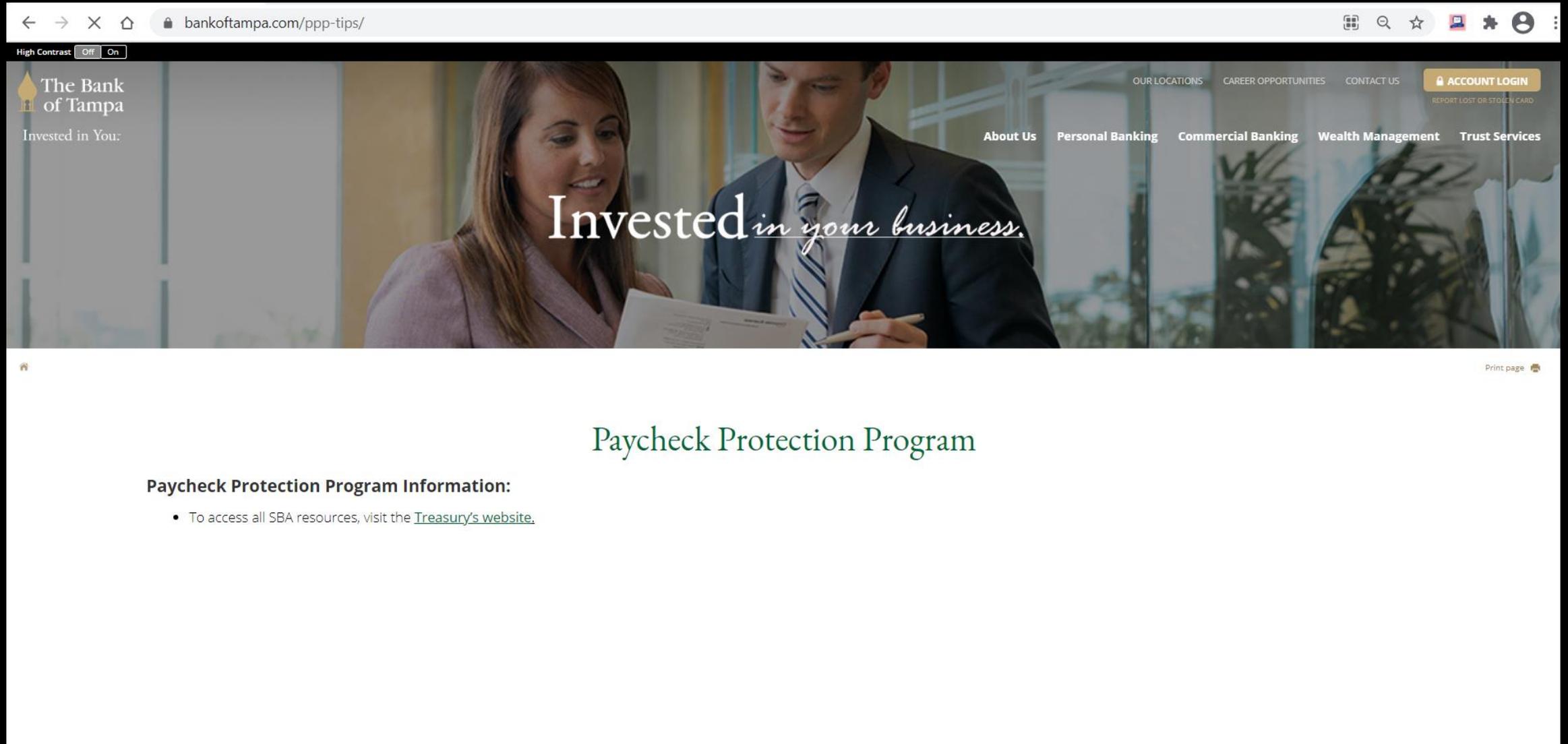


abriigo

make big things happen.™

# The Bank of Tampa's Payment Protection Program Tips Page

[www.bankoftampa.com/ppp-tips](http://www.bankoftampa.com/ppp-tips)



The screenshot shows a web browser displaying the Bank of Tampa's Payment Protection Program (PPP) tips page. The browser's address bar shows the URL [bankoftampa.com/ppp-tips/](http://bankoftampa.com/ppp-tips/). The page features a large hero image of a woman and a man in business attire reviewing documents, with the slogan "Invested in your business." overlaid in a white serif font. The top navigation bar includes links for "OUR LOCATIONS", "CAREER OPPORTUNITIES", "CONTACT US", and "ACCOUNT LOGIN". A secondary navigation bar lists "About Us", "Personal Banking", "Commercial Banking", "Wealth Management", and "Trust Services". The main content area is titled "Paycheck Protection Program" in a green serif font. Below the title, the section "Paycheck Protection Program Information:" is followed by a single bullet point: "To access all SBA resources, visit the [Treasury's website](#)."

High Contrast  Off  On

The Bank of Tampa  
Invested in You:

OUR LOCATIONS CAREER OPPORTUNITIES CONTACT US **ACCOUNT LOGIN**  
REPORT LOST OR STOLEN CARD

About Us Personal Banking Commercial Banking Wealth Management Trust Services

Invested in your business.

Print page

## Paycheck Protection Program

**Paycheck Protection Program Information:**

- To access all SBA resources, visit the [Treasury's website](#).

# The Bank of Tampa's Resource Teams

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## Technical Support

Available to assist with technical questions regarding the forgiveness portal

## SBA Resource

Staying current on guidance released by the SBA and available to assist with forgiveness related policies and questions

Contact Monday thru Friday | 9:00 a.m. – 5:00 p.m.



(813) 998-1980



PPP@BankofTampa.com



The Bank  
of Tampa



# U.S. DEPARTMENT OF THE TREASURY

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March 8, 2021

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March 8, 2021

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# U.S. DEPARTMENT OF THE TREASURY

ABOUT TREASURY

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DATA

SERVICES

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**COVID19 ECONOMIC RELIEF**

**TAX POLICY**

- Revenue Proposals
- Tax Expenditures
- International Tax
- Treaties and Related Documents
- Foreign Account Tax Compliance Act (FATCA)
- Reports
- Tax Analysis
- Tax Regulatory Reform

**ECONOMIC POLICY**

- Treasury Coupon Issues
- Corporate Bond Yield Curve
- Economic Policy Reports
- Social Security and Medicare
- Total Taxable Resources

**TERRORISM AND ILLICIT FINANCE**

- Sanctions
- Asset Forfeiture
- 311 Actions
- Terrorist Finance Tracking Program
- Money Laundering
- Financial Action Task Force
- Protecting Charitable Organizations

**FINANCING THE GOVERNMENT**

- Treasury Quarterly Refunding
- Interest Rate Statistics
- Treasury Securities
- Treasury Investor Data
- Debt Management Research

**FINANCIAL MARKETS, FINANCIAL INSTITUTIONS, AND FISCAL SERVICE**

- Cash and Debt Forecasting
- Debt Limit
- Financial Stability Oversight Council
- Federal Insurance Office
- RESTORE Act
- 1603 Program
- The Community Development Financial Institution (CDFI) Fund
- Making Home Affordable

**FINANCIAL SANCTIONS**

- Specially Designated Nationals List (SDN List)
- Consolidated Sanctions List
- Search OFAC's Sanctions Lists
- Additional Sanctions Lists
- OFAC Recent Actions
- Sanctions Programs and Country Information
- Frequently Asked Questions
- OFAC Civil Penalties and Enforcement
- Contact OFAC

**CONSUMER POLICY**

- Financial Literacy and Education Commission
- Mymoney.gov
- Innovations in Financial Services
- Featured Research

**INTERNATIONAL**

- The Committee on Foreign Investment in the United States (CFIUS)
- Exchange Stabilization Fund
- G-7 and G-20
- International Monetary Fund
- Multilateral Development Banks
- Macroeconomic and Foreign Exchange Policies of Major Trading Partners
- Exchange Rate Analysis
- U.S.-China Comprehensive Strategic Economic Dialogue (CED)

**SMALL BUSINESS PROGRAMS**

- Small and Disadvantaged Business Utilization
- Small Business Lending Fund
- State Small Business Credit Initiative



# U.S. DEPARTMENT OF THE TREASURY

- ABOUT TREASURY
- POLICY ISSUES**
- DATA
- SERVICES
- NEWS

SEARCH

We can do this. Find COVID-19 vaccines near you. Visit [Vaccines.gov](https://www.vaccines.gov).

## Covid-19 Economic Relief

Assistance for American Families & Workers

LEARN MORE

Assistance for Small Businesses

LEARN MORE

Assistance for State, Local, and Tribal Governments

Assistance for American Industry

ABOUT THE ARP ACT

ABOUT THE CARES ACT

BEWARE COVID-19 SCAMS

COVID-19 SCREENING TOOL

PERSONAL FINANCE RESOURCES

TREASURY COVID-19 WORKPLACE SAFETY PLAN

RECEIVE UPDATES



# U.S. DEPARTMENT OF THE TREASURY

- ABOUT TREASURY
- POLICY ISSUES**
- DATA
- SERVICES
- NEWS

SEARCH

We can do this. Find COVID-19 vaccines near you. Visit [Vaccines.gov](https://www.vaccines.gov).

## POLICY ISSUES

### COVID19 Economic Relief

Assistance for American Families and Workers

### Assistance for Small Businesses

Small Business Tax Credit Programs

Emergency Capital Investment Program

Paycheck Protection Program

Assistance for State, Local, and Tribal Governments

Assistance for American Industry

Tax Policy

Economic Policy

Terrorism and Illicit Finance

Financing the Government

Financial Markets, Financial Institutions, and Fiscal Service

Financial Sanctions

Consumer Policy

International

## Assistance for Small Businesses

The COVID-19 public health crisis and resulting economic crisis have created a variety of challenges for small, micro, and solo businesses in communities across the country. The Treasury Department is providing critical assistance to small businesses across the country, facilitating the urgent deployment of capital and support to help these organizations not just persevere, but recover on solid footing.

### SMALL BUSINESS TAX CREDIT PROGRAMS

The American Rescue Plan extends a number of critical tax benefits, particularly the Employee Retention Credit and Paid Leave Credit, to small businesses.

### EMERGENCY CAPITAL INVESTMENT PROGRAM

The Emergency Capital Investment Programs support the efforts of low- and moderate-income community financial institutions

### PAYCHECK PROTECTION PROGRAM

The Paycheck Protection Program is providing small businesses with the resources they need to maintain their payroll, hire back employees who may have been laid off, and cover applicable overhead.



We can do this. Find COVID-19 vaccines near you. Visit [Vaccines.gov](https://www.vaccines.gov).

International

Small Business Programs

Tribal Affairs

- [SBA Paycheck Protection Program Loan Level Data](#)

### For Borrowers

- [More Borrower Information \(3/31/2020\)](#)
- [Search Tool: Find an Eligible Lender](#)
- [Borrower Application Form \(revised 3/18/2021\)](#)
- [Second Draw Borrower Application Form \(revised 3/18/2021\)](#)
- [Borrower Application Form for Schedule C Filers Using Gross Income \(3/18/2021\)](#)
- [Second Draw Borrower Application Form for Schedule C Filers Using Gross Income \(3/18/2021\)](#)
- [Applicable Affiliation Rules](#)
- [How to Calculate Maximum Loan Amounts for First Draw PPP Loans and What Documentation to Provide – By Business Type \(3/12/2021\)](#)
- [Second Draw PPP Loans – How to Calculate Revenue Reduction and Maximum Loan Amounts Including What Documentation to Provide \(3/12/2021\)](#)
- [Loan Forgiveness Factsheet \(10/30/2020\)](#)
- [PPP – Loan Forgiveness Application and Instructions for Borrowers who Received a PPP Loan of \\$150,000 or Less – Form 3508S \(7/30/2021\)](#)
- [PPP – Loan Forgiveness Application and Instructions – Form 3508EZ \(7/30/2021\)](#)
- [PPP – Loan Forgiveness Application and Instructions – Form 3508 \(7/30/2021\)](#)
- [PPP – Borrower’s Disclosure of Certain Controlling Interests \(7/30/2021\)](#)

### For Lenders

- [More Lender Information \(3/31/2020\)](#)
- [Lender Application Form \(revised 3/18/2021\)](#)
- [Second Draw Lender Application Form \(revised 3/18/2021\)](#)
- [Lender Application Form for Federally Insured Depository Institutions, Federally Insured Credit Unions, and Farm Credit System Institutions \(4/12/2021\)](#)
- [Lender Application Form for Non-Bank and Non-Insured Depository Institution Lenders \(4/12/2021\)](#)
- [Guidance on Whole Loans Sales of PPP Loans](#)
- [Guidance on PPP Lender Processing Fee Payment and 1502 Reporting Process](#)
- [Guidance on Extension of Authority to Guarantee PPP Loans](#)
- [Guidance on Updated PPP Lender Processing Fee Payment and 1502 Reporting Process](#)
- [Guidance on Procedures for Lender Submission of PPP Loan Forgiveness Decisions to SBA and SBA Forgiveness Loan Reviews](#)
- [Guidance on PPP Loans and Changes of Ownership](#)
- [Loan Necessity Questionnaire \(For-Profit Borrowers\)](#)
- [Loan Necessity Questionnaire \(Non-Profit Borrowers\)](#)
- [Guidance on Repeal of EIDL Advance Deduction Requirement for SBA Loan Forgiveness Remittances to PPP Lenders](#)
- [Guidance on Modifications to SBA Forms 3506, 3507 and 750 CA \(for purposes of PPP only\)](#)
- [Guidance on First Draw Paycheck Protection Program Loan Increases After Enactment of the Economic Aid Act](#)

# Tips for Loans of \$150,000 or Less

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- Not required to submit documentation at the time of forgiveness if using Form 3508S (short form)  
-shown on next slide
- Refer to pages 6-7 of Form 3508S (short form) entitled “Documents that Each Borrower Must Maintain but is not Required to Submit”
- COVID Revenue Reduction Score

Loans of  
\$150,000  
or Less

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PPP Loan  
Forgiveness  
Application  
Form 3508S  
(short form)



**Paycheck Protection Program**  
PPP Loan Forgiveness Application Form 3508S Revised July 30, 2021

OMB Control No.: 3245-0407  
Expiration Date: 01/31/2022

A BORROWER MAY USE THIS FORM ONLY IF THE BORROWER RECEIVED A PPP LOAN OF \$150,000 OR LESS

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		NAICS Code	Business TIN (EIN, SSN, ITIN)
			Business Phone
			( ) -
		Primary Contact	E-mail Address

First Draw PPP Loan  Second Draw PPP Loan (check one)

SBA PPP Loan Number: \_\_\_\_\_ Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: \_\_\_\_\_ PPP Loan Disbursement Date: \_\_\_\_\_

Amount of PPP Loan Increase (if applicable): \_\_\_\_\_ Date of PPP Loan Increase (if applicable): \_\_\_\_\_

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

Covered Period: \_\_\_\_\_ to \_\_\_\_\_

Amount of Loan Spent on Payroll Costs: \_\_\_\_\_ Requested Loan Forgiveness Amount: \_\_\_\_\_

**By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:**

The Authorized Representative of the Borrower certifies to all of the below by **initialing** next to each one.

The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and guidance issued by SBA through the date of this application), including the rules related to:

- eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs (including proprietor expenses for Borrowers that applied for loans using SBA Forms 2483-C or 2483-SD-C);
- the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- the calculation of the Borrower's Requested Loan Forgiveness Amount.

Information regarding these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.

The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request

Loans of  
\$150,000  
or Less

Form 3508S  
(short form)

“Documentation  
to Maintain”  
(pages 6-7)

**Borrower Responsibilities:** The Borrower must comply with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), 7(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and SBA guidance issued through the date of this application), and must attest to its compliance on the Loan Forgiveness Application. Those requirements include the following:

- Requested Loan Forgiveness Amount (which may not exceed the principal amount of the PPP loan):
  - must have been used by the Borrower 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) during the Covered Period;
  - must include payroll costs equal to at least 60% of the Requested Loan Forgiveness Amount;
  - for any owner-employee (with an ownership stake of 5% or more) or self-employed individual/general partner, must 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; and
  - for loans of more than \$50,000 and loans of \$50,000 or less to Borrowers that together with their affiliates received First Draw PPP Loans totaling \$2 million or more or Second Draw PPP Loans totaling \$2 million or more, must meet the requirements of either (A) or (B): (A) is not subject to reductions because the Borrower did not reduce annual salaries 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 *and* either (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 or (2) 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, **or** (B) the Borrower has included any required reductions as described in SBA Form 3508 and its instructions.
- The Borrower must accurately calculate the Requested Loan Forgiveness Amount and verify the payments for the eligible costs included in it.
- If the loan forgiveness application is being submitted for a Second Draw PPP Loan, the Borrower must comply with all revenue reduction documentation requirements and must have used all First Draw PPP Loan amounts on eligible expenses prior to disbursement of the Second Draw PPP Loan.

If the funds were knowingly used for unauthorized purposes, the federal government may pursue recovery of loan amounts and/or civil or criminal fraud charges.

**Documents that Each Borrower Must Maintain but is Not Required to Submit**

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period consisting of each of the following:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period:
  - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and

# Tips for Loans **Greater** than \$150,000

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- Use Form 3508EZ (medium form) or Form 3508 (long form)  
-shown on next slides
- Read instructions carefully and pay attention to dates required for FTE and non-payroll expenses
- Refer to the sections on each form entitled: “Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application Form”
  - Form 3508EZ (medium form) | pages 7-8
  - Form 3508 (long form) | page 13

# Loans Greater than \$150,000

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# PPP Loan Forgiveness Application Form 3508EZ (medium form)



**Paycheck Protection Program**  
**PPP Loan Forgiveness Application Form 3508EZ Revised July 30, 2021**

OMB Control No.: 3245-0407  
 Expiration Date: 01/31/2022

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		NAICS Code	Business TIN (EIN, SSN, ITIN)
			Business Phone ( ) -
		Primary Contact	E-mail Address

First Draw PPP Loan  Second Draw PPP Loan (check one)

SBA PPP Loan Number: \_\_\_\_\_ Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: \_\_\_\_\_ PPP Loan Disbursement Date: \_\_\_\_\_

Amount of PPP Loan Increase (if applicable): \_\_\_\_\_ Date of PPP Loan Increase (if applicable): \_\_\_\_\_

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

Covered Period: \_\_\_\_\_ to \_\_\_\_\_

**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: \_\_\_\_\_

Line 5. Covered Operations Expenditures: \_\_\_\_\_

Line 6. Covered Property Damage Costs: \_\_\_\_\_

Line 7. Covered Supplier Costs: \_\_\_\_\_



**PPP LOAN FORGIVENESS APPLICATION FORM 3508EZ INSTRUCTIONS FOR BORROWERS**

**Checklist for Using SBA Form 3508EZ**

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 check at least one of the two boxes below. 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.

- 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.

- 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.

If you can check at least one of the two boxes above, complete this SBA Form 3508EZ in accordance with the instructions below, and **submit it to your Lender** (or the Lender that is servicing your loan). Borrowers may also complete this application electronically through their Lender. If your loan is for more than \$150,000 and you are unable to check one of the boxes above, you cannot use SBA Form 3508EZ and instead you must apply for forgiveness of your PPP loan using SBA Form 3508.

Loans  
Greater than  
\$150,000

Checklist for  
Using SBA  
Form 3508EZ  
(page 4)

Loans  
Greater than  
\$150,000

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Form 3508EZ  
(medium form)

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“Documentation  
to Submit”  
(pages 7-8)

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.

Eligible nonpayroll costs cannot exceed 40% of the total forgiveness amount. An eligible nonpayroll cost either 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. Count nonpayroll costs that were both paid and incurred only once.

**Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application Form 3508EZ**

**PPP Loan Forgiveness Calculation Form 3508EZ**

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period consisting of each of the following:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period:
  - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance and retirement plans that the Borrower included in the forgiveness amount.
- d. If you checked only the first box on the checklist on page 1 of these instructions, 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:** For categories a-c, documentation verifying existence of the obligations/services prior to February 15, 2020 and, for all categories, eligible payments from the Covered Period.

- a. 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.
- b. 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.

Loans  
Greater than  
\$150,000

PPP Loan  
Forgiveness  
Application  
Form 3508  
(long form)



**Paycheck Protection Program**  
**Loan Forgiveness Application Form 3508 Revised July 30, 2021**

OMB Control No.: 3245-0407  
Expiration Date: 01/31/2022

**PPP Loan Forgiveness Calculation Form**

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address	NAICS Code	Business TIN (EIN, SSN, ITIN)	Business Phone
			( ) -
		Primary Contact	E-mail Address

First Draw PPP Loan  Second Draw PPP Loan (check one)

SBA PPP Loan Number: \_\_\_\_\_ Lender PPP Loan Number: \_\_\_\_\_

PPP Loan Amount: \_\_\_\_\_ PPP Loan Disbursement Date: \_\_\_\_\_

Amount of PPP Loan Increase (if applicable): \_\_\_\_\_ Date of PPP Loan Increase (if applicable): \_\_\_\_\_

Employees at Time of Loan Application: \_\_\_\_\_ Employees at Time of Forgiveness Application: \_\_\_\_\_

Covered Period: \_\_\_\_\_ to \_\_\_\_\_

**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:	_____
Line 5. Covered Operations Expenditures:	_____
Line 6. Covered Property Damage Costs:	_____
Line 7. Covered Supplier Costs:	_____

Loans  
Greater than  
\$150,000

Form 3508  
(long form)

“Documentation  
to Submit”  
(page 13)



Paycheck Protection Program  
Loan Forgiveness Application Form 3508 Revised July 30, 2021

OMB Control No.: 3245-0407  
Expiration Date: 01/31/2022

Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application

PPP Loan Forgiveness Calculation Form

PPP Schedule A

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period consisting of each of the following:

- a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period:
  - i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).

**FTE:** Documentation showing (at the election of the Borrower):

- a. the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019;
- b. the average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or
- c. in the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between February 15, 2019 and February 15, 2020.

The selected time period must be the same time period selected for purposes of completing PPP Schedule A, line 11. Documents may include 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 will be reported, to the relevant state. Documents submitted may cover periods longer than the specific time period.

**Nonpayroll:** For categories a-c, documentation verifying existence of the obligations/services prior to February 15, 2020 and, for all categories, eligible payments from the Covered Period.

- a. 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.
- b. 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.
- c. Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts.

# Email Invitation to the Abrigo Portal

 Send	From ▾	PPP@bankoftampa.com
	To...	mbateman@bankoftampa.com
	Cc...	
	Subject	2021 PPP Loan Forgiveness Application Request for Tuxedo Tavern Test

Dear Tuxedo Tavern Test - SB,

Thank you for trusting The Bank of Tampa with your 2021 PPP loan. We appreciate your business and are proud to partner with you. Please use the secure link below to access and complete your 2021 PPP loan forgiveness application, and provide all supporting documentation, if necessary, for the expenses claimed.

You will be prompted to establish a secure PIN to access the link. Please remember your PIN, as it will be required to access and complete your forgiveness application. Please note, the link below will remain active for 90 days from the date you receive this email.

If you are not completing the PPP forgiveness application for your company, please forward this email to the appropriate person.

[https://www.sageworksanalyst.com/clientportal/ClientPortalDataImport.aspx?auth=5OAYzgseap9l8kfBssCSu\\_H1NutvabpSZkEeS8wRJfTJkX3Honf8mC8sWArkBxWu0&DocumentRetrievalRequestID=1312762&selectedProfitEntitiesID=77291964](https://www.sageworksanalyst.com/clientportal/ClientPortalDataImport.aspx?auth=5OAYzgseap9l8kfBssCSu_H1NutvabpSZkEeS8wRJfTJkX3Honf8mC8sWArkBxWu0&DocumentRetrievalRequestID=1312762&selectedProfitEntitiesID=77291964)

If you have any further question, please contact your Relationship Manager directly, or call (813) 998-1980

Thank you,

The Bank of Tampa

# Establishing your Abrigo PIN

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Email PPP inbox  
for PIN Reset  
Requests

ppp@bankoftampa.com

Create a new PIN for this Forgiveness Request

Your PIN must be between 6 and 12 characters. It can include numbers, letters, and special characters.

Enter PIN

Re-enter PIN

PIN must be between 6 and 12 characters.

[Forgot PIN?](#)

SUBMIT

# Selecting the Correct Form

Borrower Tuxedo Tavern [SWB]	Organization Type -	Tax Return Type -	Covered Period 05/11/2020 - 07/05/2020	Loan Amount \$40,500.00
---------------------------------	------------------------	----------------------	---	----------------------------

Form 3508S    Form 3508EZ    **Form 3508**

Short Form    Medium Form    Long Form

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### FORM ELIGIBILITY

**FORM 3508S (Short Form)**

YOU (THE BORROWER) ARE ELIGIBLE TO USE THE SBA FORM 3508S IF THE LOAN AMOUNT YOU RECEIVED WAS \$150,000 OR LESS FOR YOUR FIRST OR SECOND DRAW PPP LOAN.

**FORM 3508EZ (Medium Form)**

YOU (THE BORROWER) ARE ELIGIBLE TO USE THE SBA FORM 3508EZ IF THE LOAN AMOUNT YOU RECEIVED WAS GREATER THAN \$150,000 AND YOU CAN CHECK AT LEAST ONE OF THE TWO BOXES BELOW:

**YOU ARE ELIGIBLE TO COMPLETE FORM 3508S  
CLICK THE BUTTON ABOVE TO SELECT YOUR FORM**

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.

- « Hide Summary Card
- Form Eligibility**
- Business Information
- Loan Information
- Owner Compensation
- Worksheet
- FTE Reductions
- Schedule A
- Nonpayroll Costs
- Calculate Forgiveness
- Additional Documents
- Sign and Submit
- Lender Approval

Estimate of Forgiveness Amount  
**\$0.00**

Lender Decision  
**Pending Review**

SBA Status  
-

# Abrigo Navigation Tips

- « Hide Summary Card
- Form Eligibility
- Business Information**
- Loan Information
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Estimate of Forgiveness Amount  
**\$0.00**

Lender Decision  
**Pending Review**

SBA Status  
-

Borrower	Organization Type	Tax Return Type	Covered Period	Loan Amount
Tuxedo Tavern [SWB]	-	-	05/11/2020 - 07/05/2020	\$40,500.00

## ▼ BUSINESS INFORMATION

* Borrower Name: ?	<input type="text" value="Tuxedo Tavern [SWB]"/>	DBA or Tradename, if applicable: ?	<input type="text"/>
* Business TIN (EIN, SSN): ?	<input type="text" value="12-4567891"/>	* Address: ?	<input type="text" value="27 Prospect Square"/>
Address 2: ?	<input type="text"/>	* City: ?	<input type="text" value="Apex"/>
* State: ?	<input type="text" value="FL"/>	* Zip Code: ?	<input type="text" value="27539"/>
* Phone: ?	<input type="text" value="(919) 555-1234"/>	* Email Address: ?	<input type="text" value="sblades@bankoftampa.ci"/>
* NAICS Code: ?	<input type="text" value="722410 - Drinking Plac. x"/> <a href="#">SBA NAICS code list</a>	* Contact First Name: ?	<input type="text" value="Frank"/>
* Contact Last Name: ?	<input type="text" value="Territo"/>	* Organization Type: ?	<input type="text"/>
* Tax Return Type: ?	<input type="text"/>		

\* Did the Borrower (together with its affiliates, if applicable) receive PPP loans with an original principal amount in excess of \$2 million? ?

Yes  No

\* Would you like to provide demographic data about your principals? ?

Yes  No

SAVE

# Abriigo Navigation Tips



- « Hide Summary Card
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- Business Information**
- Loan Information
- Owner Compensation
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- Calculate Forgiveness
- Additional Documents
- Sign and Submit

**\* Did the Borrower (together with its affiliates, if applicable) receive PPP loans with an original principal amount in excess of \$2 million?**  
Select 'Yes' if the Borrower, together with its affiliates (to the extent required under subsection D.3. of SBA's interim final rule posted on January 6, 2021 (86 FR 3692) and not waived under 15 U.S.C. 636(a)(36)(D) (iv)), received (a) First Draw PPP Loans with an original principal amount of \$2 million or more (if this is a First Draw PPP Loan forgiveness application), or (b) Second Draw PPP Loans with an original principal amount of \$2 million or more (if this is a Second Draw PPP Loan forgiveness application).

Borrower: Tuxedo Tavern [SWB]    Organization Type: -    Tax Return Type: -    Covered Period: 05/11/2020 - 07/05/2020    Loan Amount: \$40,500.00

## ▼ BUSINESS INFORMATION

* Borrower Name: ?	Tuxedo Tavern [SWB]	DBA or Tradename, if applicable: ?	
* Business TIN (EIN, SSN): ?	12-4567891	* Address: ?	27 Prospect Square
Address 2: ?		* City: ?	Apex
* State: ?	FL	* Zip Code: ?	27539
* Phone: ?	(919) 555-1234	* Email Address: ?	sblades@bankoftampa.c
* NAICS Code: ?	722410 - Drinking Plac ✕ <a href="#">SBA NAICS code list</a>	* Contact First Name: ?	Frank
* Contact Last Name: ?	Territo	* Organization Type: ?	
* Tax Return Type: ?			

**\* Did the Borrower (together with its affiliates, if applicable) receive PPP loans with an original principal amount in excess of \$2 million? ?**

Yes  No

**\* Would you like to provide demographic data about your principals? ?**

Yes  No

SAVE

# Successful Submission Notice

File Edit View Favorites Tools Help

You have successfully submitted your information.



# The Bank of Tampa's Resource Teams

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## Technical Support

Available to assist with technical questions regarding the forgiveness portal

## SBA Resource

Staying current on guidance released by the SBA and available to assist with forgiveness related policies and questions

Contact Monday thru Friday | 9:00 a.m. – 5:00 p.m.



(813) 998-1980



PPP@BankofTampa.com



The Bank  
of Tampa



The Bank  
of Tampa

Invested *in you.*