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## Forgiveness Application Guide

Welcome to Atlantic Capital Bank’s online PPP forgiveness portal! The first step in pursuing forgiveness of your Paycheck Protection Program (“PPP”) loan is to complete a forgiveness application and submit it, along with the supporting documentation required by the SBA, to Atlantic Capital. This guide will assist you in navigating the application portal.

Please direct all questions to [PPP\\_Forgiveness@atcapbank.com](mailto:PPP_Forgiveness@atcapbank.com). One of Atlantic Capital’s PPP specialists will be happy to assist you.

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## How to get started

### Log in to the Client Portal.

1. Click on the Client Portal link you received in an email from Atlantic Capital.
2. Create a PIN that you will use to access your forgiveness application until the process is complete.
  - i) This pin will need to be between 6-12 characters. It can include numbers, letters, and special characters.
  - i) Upon selection of a password, the link can be forwarded to your professional advisors (accountants, attorneys, etc.) if you would like to use your advisors to assist in the completion of your forgiveness application. You will have to share the password that you selected with your consultant and would remind you to always practice good online security practices.
  - ii) Please keep your PIN in a safe place. You will need your PIN to return to your application until it is completed.

 **HINT:** If you would like more information about how to complete the fields in the application, clicking directly on the question mark icon beside the corresponding field will bring up a tool tip icon with more information.



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### Choosing the correct application form

The SBA offers three different forms to apply for forgiveness, each of which has different fields and required documentation. In order to begin your application, you will need to first determine which form is appropriate for your situation.

**In the Client Portal, complete Form Eligibility section.**

1. Check the box beside the eligibility options that correspond to your application.
2. Click Save.
3. The forms you are eligible for will be shown in blue. Select the form you would like to use.
4. If you have already started an application and would like to use a different form, you can switch forms by using the toggle.

**You are now ready to complete the application.** Step by step instructions are available on the following pages.

- If you selected Form **3508**, continue to **Section I**.
- If you selected form **3508EZ**, continue to **Section II**.
- If you selected form **3508S** continue to **Section III**.

### Which form should I use?

- Any borrower can use Form 3508. Borrowers who do not qualify to use Form 3508EZ or 3508S must use Form 3508. [Click here](#) to access the SBA's instructions for Form 3508 on the SBA's website.
- Borrowers may use Form 3508EZ if they meet one of the below criteria. [Click here](#) to access the SBA's instructions for Form 3508EZ on the SBA's website.
  - i) The borrower is self-employed and has no employees, or
  - ii) The borrower has employees, did not reduce employee salaries or wages by more than 25%, and did not reduce the number of employees or average paid hours of employees, or
  - iii) The borrower has employees and did not reduce employee salaries or wages by more than 25% but was unable to operate at the same level of business activity due to compliance with COVID-19 health guidance.
- Borrowers may use Form 3508S if their PPP loan is \$150,000 or less and the borrower, together with its affiliates, did not receive PPP loans totaling \$2 million or more. [Click here](#) to access the SBA's instructions for Form 3508S on the SBA's website.



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## Section I. Completing Form 3508

① **HINT:** If you would like more information about how to complete the fields in the application, clicking directly on the question mark icon beside the corresponding field will bring up a tool tip icon with more information.

- 1) Complete the Business Information Section
  - a) Verify the information in the gray-ed out fields. These fields are locked; if anything needs to be corrected, please email Atlantic Capital at [PPP\\_Forgiveness@atlcapbank.com](mailto:PPP_Forgiveness@atlcapbank.com) to request an update.
  - b) Complete all required fields and answer all required questions.
  - c) Select Yes or No if Borrower (together with its affiliates, if applicable) received PPP loans with an original principal amount in excess of \$2 million.
  - d) Select Yes if you would like to provide demographic information about your principals. (voluntary)
    - i) If Yes is selected, a new section will open that will allow you to identify and complete disclosures for each principal.
- 2) Complete Employment Information Section
  - a) Enter appropriate Number of Employees in required fields.
  - b) Select Yes if you compensated any owners during the covered period.
    - i) If Yes, make sure you fill out the Owner Compensation section below.
  - c) Select Yes if you are a seasonal employer using your own reference period for calculating average monthly payroll.
    - i) If Yes is selected, enter the date that your twelve-week reference period began in 2019.
- 3) Complete Payroll Information Section
  - a) Enter an end date of your covered period, between 8 and 24 weeks following the loan disbursement date.
- 4) Complete the Loan Information Section
  - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact [PPP\\_Forgiveness@atlcapbank.com](mailto:PPP_Forgiveness@atlcapbank.com) to **request an** update.
  - b) Select First Draw PPP loan or Second Draw PPP Loan
- 5) Complete Owner Compensation Section (if applicable)
  - a) Add an Owner
  - b) Enter Ownership Percentage
  - c) Enter 2020 Compensation (annualized)
  - d) Enter Amount Paid During Covered Period
  - e) Upload Required Documents
    - i) Click the upload documents button
    - ii) Check the boxes beside the fields you would like to relate to each document to
    - iii) Drag and drop file or click to upload
    - iv) Click upload at the bottom of the page
    - v) Repeat this process for each document
- 6) Complete Schedule A
  - a) Option (1) Download the Excel Worksheet
  - b) Fill out and Upload Excel Worksheet based using instructions provided on worksheet



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- c) Option (2) If calculations have already been made, numbers can be plugged directly into the corresponding fields without the need for the excel sheet
- d) Upload Required Documents
  - i) Click the upload documents button
  - ii) Check the boxes beside the fields you would like to relate each document to
  - iii) Drag and drop file or click to upload
  - iv) Click upload at the bottom of the page
  - v) Repeat this process for each document
- 7) Complete the FTE Reductions Section
  - a) Review information uploaded from the Schedule A worksheet
  - b) Upload Required Documents
- 8) Complete Non-Payroll Costs Section
  - a) Enter any relevant non-payroll line items in the table
  - b) Upload Required Documents
- 9) Review Calculate Forgiveness Section
- 10) Upload Any Additional Documents
- 11) Submit
  - a) Select an Authorized representative of Borrower
  - b) Select from individuals related to the application on the related people tab
  - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
  - d) Verify or enter the email of the authorized signer in the email box
  - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for E-signature button
  - f) If prompted, review and complete any of the missing required fields
- 12) After you submit your application, Atlantic Capital is required to review your application and supporting documentation for completeness and accuracy. You will receive an email with the final Form 3508 from Atlantic Capital to e-sign after review of your application and documentation is complete.
  - a) Please note that the review process can take up to 60 days to complete.
  - b) If Atlantic Capital's review team has any questions about your application or if additional information is needed in order to complete the review of your application, Atlantic Capital's review team will contact you via email.
- 13) After you e-sign your final Form 3508, Atlantic Capital will submit your signed Form 3508 along with Atlantic Capital's approval decision to the SBA for payment.
  - a) Please note that the SBA has 90 days after receipt of forgiveness applications to remit payment and the SBA may select any PPP loan for additional review prior to remitting payment.



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## Section II. Completing Form 3508EZ

**HINT:** If you would like more information about how to complete the fields in the application, clicking directly on the question mark icon beside the corresponding field will bring up a tool tip icon with more information.

- 1) Complete the Business Information Section
  - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact Atlantic Capital to update.
  - b) Fill in and answer required fields
  - c) Select Yes or No if Borrower (together with its affiliates, if applicable) received PPP loans with an original principal amount in excess of \$2 million.
  - d) Select Yes or No if you would like to provide demographic information about your principals (voluntary)
    - i) If Yes is selected, a new section will open that will allow you to identify for each principal and disclosures for each principal
- 2) Complete Employment Information Section
  - a) Enter appropriate Number of Employees in required fields.
  - b) Select Yes if you compensated any owners during the covered period.
    - i) If Yes, make sure you fill out the Owner Compensation section below.
- 3) Complete Payroll Information Section
  - a) Enter an end date of your covered period, between 8 and 24 weeks following the loan disbursement date.
- 4) Complete the Loan Information Section
  - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact [PPP\\_Forgiveness@atlcapbank.com](mailto:PPP_Forgiveness@atlcapbank.com) to **request an** update.
  - b) Select First Draw PPP loan or Second Draw PPP Loan
- 5) Complete Owner Compensation Section (if Applicable)
  - a) Add an Owner
  - b) Enter Ownership Percentage
  - c) Enter 2020 Compensation (Annualized)
  - d) Enter Amount Paid During Covered Period
  - e) Upload Required Documents
    - i) Click the upload documents button
    - ii) Check the boxes beside the fields you would like to relate to each document to
    - iii) Drag and drop file or click to upload
    - iv) Click upload at the bottom of the page
    - v) Repeat this process for each document
- 6) Complete Employee Compensation
  - a) Enter relevant employee compensation information
  - b) Upload Required Documents
    - i) Click the upload documents button
    - ii) Check the boxes beside the fields you would like to relate to each document to
    - iii) Drag and drop file or click to upload
    - iv) Click upload at the bottom of the page



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- v) Repeat this process for each document
- 7) Complete Non-Payroll Costs Section
  - a) Enter any relevant non-payroll line items in the table
  - b) Upload Required Documents
- 8) Review Calculate Forgiveness Section
- 9) Upload Any Additional Documents
- 10) Submit
  - a) Select an Authorized representative of Borrower
  - b) Select from individuals related to the application on the related people tab
  - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
  - d) Verify or enter the email of the authorized signer in the email box
  - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for E-signature button
  - f) If prompted, review and complete any of the missing required fields
- 11) After you submit your application, Atlantic Capital is required to review your application and supporting documentation for completeness and accuracy. You will receive an email with the final Form 3508EZ from Atlantic Capital to e-sign after review of your application and documentation is complete.
  - a) Please note that the review process can take up to 60 days to complete.
  - b) If Atlantic Capital's review team has any questions about your application or if additional information is needed in order to complete the review of your application, Atlantic Capital's review team will contact you via email.
- 12) After you e-sign your final Form 3508EZ, Atlantic Capital will submit your signed Form 3508EZ along with Atlantic Capital's approval decision to the SBA for payment.
  - a) Please note that the SBA has 90 days after receipt of forgiveness applications to remit payment and the SBA may select any PPP loan for additional review prior to remitting payment.



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## Section III. Completing Form 3508S

**HINT:** If you would like more information about how to complete the fields in the application, clicking directly on the question mark icon beside the corresponding field will bring up a tool tip icon with more information.

- 1) Complete the Business Information Section
  - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact your lender to update.
  - b) Fill in and answer required fields
  - c) Select Yes or No if Borrower (together with its affiliates, if applicable) received PPP loans with an original principal amount in excess of \$2 million.
  - d) Select Yes or No if you would like to provide demographic information about your principals (voluntary)
    - i) If Yes is selected, a new section will open that will allow you to identify for each principal and disclosures for each principal
- 2) Complete Employment Information Section
  - a) Enter appropriate Number of Employees in required fields.
- 3) Complete Payroll Information Section
  - a) Enter an end date of your covered period, between 8 and 24 weeks following the loan disbursement date.
- 4) Complete the Loan Information Section
  - a) Verify the information in the gray-ed out fields. If anything needs to be corrected, contact PPP\_Forgiveness@atlcapbank.com to **request an** update.
  - b) Select First Draw PPP loan or Second Draw PPP Loan
- 5) Complete the Forgiveness Amount Section
  - a) Confirm the grey-ed out PPP Loan Amount. If anything needs to be corrected, contact PPP\_Forgiveness@atlcapbank.com to **request an** update.
  - b) Fill in Amounts for required fields
- 6) Upload Documents (only applicable if applying for forgiveness of Second Draw PPP Loan)
  - a) Click the upload documents button
  - b) Check the boxes beside the fields you would like to relate to each document to
  - c) Drag and drop file or click to upload
  - d) Click upload at the bottom of the page
  - e) Repeat this process for each document
- 7) Submit
  - a) Select an Authorized representative of Borrower
  - b) Select from individuals related to the application on the related people tab
  - c) Use the create new person tab to add an authorized signer that is not already related to the relationship through an application
  - d) Verify or enter the email of the authorized signer in the email box
  - e) After information is verified hit the Submit button or (if applicable) Submit and Send Email for E-signature button
  - f) If prompted, review and complete any of the missing required fields
- 8) After you submit your application, Atlantic Capital is required to review your application and supporting





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documentation for completeness and accuracy. You will receive an email with the final Form 3508S from Atlantic Capital to e-sign after review of your application and documentation is complete.

- a) Please note that the review process can take up to 60 days to complete.
  - b) If Atlantic Capital's review team has any questions about your application or if additional information is needed in order to complete the review of your application, Atlantic Capital's review team will contact you via email.
- 9) After you e-sign your final Form 3508S, Atlantic Capital will submit your signed Form 3508S along with Atlantic Capital's approval decision to the SBA for payment.
- a) Please note that the SBA has 90 days after receipt of forgiveness applications to remit payment and the SBA may select any PPP loan for additional review prior to remitting payment.