

# CACHE VALLEY BANK



October 13, 2020

Dear PPP Borrower,

The SBA recently provided a simplified forgiveness application for borrowers with loans under \$50,000. This application will be simpler for you to complete than the previous ones provided by the SBA. Please follow these three steps to fill out and submit your application to Cache Valley Bank. Once Cache Valley Bank has reviewed your application we will then submit it to the SBA.

**Step One:** Access the application in the link below. Fill out the required information. Initial each of the required certifications, and sign at the bottom of the application.

**3508 S Form**

[Application](#)

[Instructions](#)

[Video](#)

**Step Two:** Gather the required documentation. You are required to send us documentation to verify how the PPP funds were spent. Please note that per the SBA guidelines, Cache Valley Bank will only be confirming receipt of the requested documentation, we will not be reviewing it to confirm the accuracy of your calculations. Below is the list of documents the SBA has requested. Please note, you are only required to send the forms that apply to your businesses situation. For example, if you are a self-employed individual that applied using your 2019 Schedule C Net Income or your 2019 Self Employment earnings from Box 14a of your K-1 statement, you do not need to submit a 941 or state employee wage report. Conversely, if you applied using a 941 then you do not need to provide a 2019 Schedule C report or your 2019 K-1's.

Additionally, if you are able to qualify for full forgiveness with just payroll, than the non-payroll documentation is not needed.

**Payroll Documentation:** Relevant documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period is required to be submitted. Please submit the following documents that apply to your businesses situation:

1. Tax forms or equivalent PEO forms:
  - a. Form 941 for Q1 2020 and Q2 2020 (possibly Q3 depending on when the covered period ends)
  - b. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state;
    - i. For Example: Utah-Form 33H; California-Form DE9;
  - c. 2019 Schedule C Net Income
  - d. 2019 K-1 that shows Box 14a 'Net earnings from self employment'
2. If applicable, payment receipts, cancelled checks, or account statements showing employer contributions to employee health insurance and retirement plans.

**Non-payroll Documentation:**

1. Business mortgage interest payments
  - a. Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments; or
  - b. Lender account statements from February 2020 continuing one month after then end of your covered period.
2. Business rent or lease payments
  - a. Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or
  - b. Lessor account statements from February 2020 continuing one month after then end of your covered period.
3. Business utility payments
  - a. Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments

**Proof of Payment**

1. Bank account statements, payment receipts, or cancelled checks, showing proof of distribution for eligible payroll costs, mortgage interest payments, business rent or lease payments, and business utility payments.

Some important notes about the documentation:

1. If you have filed or have what you intend on submitting for Q3 tax documents (941's and State Unemployment Filings) please include that with your documentation.
2. **Please highlight your bank statements** to show payroll costs, rent, utility, or mortgage interest payments that you wish to include for forgiveness.
3. If you have a Professional Employer Organization company or are a sole proprietor and do not file or have access to quarterly tax documents please **include a signed memo** explaining your situation and we'll go through them on a case by case basis.
4. If you have in house payroll documents that list your payroll costs for each pay period please include those for your covered period to help expedite the process.
5. If you are a self-employed individual and you do not have a business deposit account separate from your personal deposit account, please send a signed memo explaining the situation.

**Step Three:** Upload your signed application and documentation to Cache Valley Bank. For simplicity, **please zip or compress all of your files and application into one folder**. Name your file with your loan number followed by your business name (EX 1234567890 Example Company) and upload it at the following link:

<https://ppp.cachevalleybank.com/>

If you have any questions please feel free to reach out to Cache Valley Bank's PPP forgiveness hotline at 855-753-1161. We will contact you if we are missing any documentation and will notify you when we receive communication from the SBA. Bear in mind, the SBA has up to ninety (90) days to make a determination on forgiveness.

Thank you,

Cache Valley Bank's PPP Forgiveness Team