


# Borrower Aid for PPP Loan Forgiveness

Outlined below are the steps to follow for completing the online PPP forgiveness application. Before you begin, here are some things to remember:

- You can apply for forgiveness once all loan proceeds for which you are requesting forgiveness have been used. You have at least 8 weeks, but not more than 24 weeks, from the date you received your PPP loan to spend the funds on eligible expenses. This period of time is called the loan forgiveness “covered period”. You may apply for forgiveness for only the amount of the loan proceeds spent during this covered period. Amounts spent after the covered period are not eligible for forgiveness.
- You can apply for forgiveness any time up to the maturity date of the loan.
- If you do not apply for forgiveness within 10 months after the last day of the covered period, then PPP loan payments are no longer deferred, and you will be required to begin making loan payments.
- You must have spent at least 60% of the loan on eligible payroll costs and no more than 40% on additional eligible non-payroll costs within the loan forgiveness covered period.

## ACCESSING THE APPLICATION

- 1) Click on the Client Portal Link provided to you by Pathway Lending.
- 2) Create a PIN/password that you will need to use in the future to access your forgiveness application.
  - a) This PIN will need to be between 6-12 characters, and can include numbers, letters, and special characters.
  - b) Remember your PIN – you’ll need it each time you access this link to your forgiveness application.
- 3)  HINT: (If you would like to find more information about any fields in the app, utilize the tool tip icon by clicking directly on the available question mark icon beside the corresponding field.)

## SELECTING A FORM 3508 VERSION

Ensure Form 3508S tab at the top of the page is highlighted in blue. Please DO NOT select the Form 3508EZ (Medium Form) or Form 3508 (Long Form).

## COMPLETING FORM 3508S

- 1) Complete the Business Information Section
  - a) Verify the information in each field – If anything in a locked gray field needs to be edited, please contact your lender to request a correction.
  - b) Fill in all required fields which are noted with an asterisk throughout the application.
  - c) Provide demographic information about your principals. (Although voluntary, we encourage you to complete this section.)
    - i) A new section will open that will allow you to identify for each principal and disclosures for

