



**Paycheck Protection Program
Loan Forgiveness Application**

OMB Control Number 3245-0407
Expiration Date: 10/31/2020

PPP Loan Forgiveness Calculation Form

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
First United Methodist Church			
Business Address		Business TIN (EIN, SSN)	Business Phone
1234 Maple Street		XX-XXXXXXX	(XXX) XXX-XXXX
Fulton, MD 20759		Primary Contact	E-mail Address
		Church PPP Submitter	SubmitName@gmail.com

SBA PPP Loan Number: Obtain from lender Lender PPP Loan Number: Obtain from lender

PPP Loan Amount: \$25,000 PPP Loan Disbursement Date: 5/5/2020

Employees at Time of Loan Application: 3

Employees at Time of Forgiveness Application: 3

EIDL Advance Amount: Not Applicable EIDL Application Number: Not Applicable

Payroll Schedule: The frequency with which payroll is paid to employees is:

- Weekly Biweekly (every other week) Twice a month Monthly

The 8-week Covered Period is exactly 56 days. Day 1 is the day funds are received in your account.

Covered Period: TUESDAY, 5/5/2020 to MONDAY, 6/29/2020

Alternative Payroll Covered Period, if applicable: _____

Alternate Payroll Covered Period can be considered if Payroll Schedule is Weekly or Biweekly. See instructions.

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here:

Forgiveness Amount Calculation:

Payroll Costs include payroll costs paid PLUS payroll costs incurred, but not paid. Prepayment of health and pension benefits is allowed.

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10):	\$ 21,000
Line 2. Business Mortgage Interest Payments:	\$ 2,800
Line 3. Business Rent or Lease Payments:	\$ 200
Line 4. Business Utility Payments:	\$ 1,000

Prepayment NOT allowed for Interest payments

Prepayment ALLOWED for Rent/Lease

Prepayment ALLOWED for Utility payments

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3):	0
Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5:	\$ 25,000
Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13):	1.0

This Simple Example Assumes:
No Wage Reduction
No FTE Reduction

Potential Forgiveness Amounts

Line 8. Modified Total (multiply line 6 by line 7):	\$ 25,000
Line 9. PPP Loan Amount:	\$ 25,000
Line 10. Payroll Cost 75% Requirement (divide line 1 by 0.75):	\$ 28,000

Forgiveness Amount

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10):	\$ 25,000
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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 dollar amount for which forgiveness is requested:
- was used to pay costs that are eligible for forgiveness (payroll costs to retain employees; business mortgage interest payments; business rent or lease payments; or business utility payments);
- includes all applicable reductions due to decreases in the number of full-time equivalent employees and salary/hourly wage reductions;
- does not include nonpayroll costs in excess of 25% of the amount requested; and
- does not exceed eight weeks' worth of 2019 compensation for any owner-employee or self-employed individual/general partner, capped at \$15,385 per individual.

I understand that 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.

The Borrower has accurately verified the payments for the eligible payroll and nonpayroll costs for which the Borrower is requesting forgiveness.

I have submitted to the Lender the required documentation verifying payroll costs, the existence of obligations and service (as applicable) prior to February 15, 2020, and eligible business mortgage interest payments, business rent or lease payments, and business utility payments.

The information provided in this application and the information provided in all supporting documents and forms 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 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 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 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

The tax documents I have submitted to the Lender are consistent with those the Borrower has submitted/will submit to the IRS and/or state tax or workforce agency. I also understand, acknowledge, and agree that the Lender can share the tax information with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of ensuring compliance with PPP requirements and all SBA reviews.

I understand, acknowledge, and agree that SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and that the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the PPP regulations and guidance issued by SBA through the date of this application. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

Signature of Authorized Representative of Borrower

Date

Print Name

Title

Representative should be the same person who signed the PPP Application. Consider authorizing the Representative with a resolution by the Church Trustees if not already done. See sample resolution at https://www.bwcumc.org/article/local-church-financial-relief-consultations/



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PPP Schedule A

PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1:

\$ 17,352

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1:

2.0

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:
If the average annual salary or hourly wage for each employee listed on the PPP Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll Covered Period was at least 75% of such employee's average annual salary or hourly wage between January 1, 2020 and March 31, 2020, check here and enter 0 on line 3.

0

PPP Schedule A Worksheet, Table 1 Information

This Simple Example Assumes:
No Wage Reduction

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2:

0

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2:

0

PPP Schedule A Worksheet, Table 2 Information

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid by Borrower for employer contributions for employee health insurance:

\$ 1,720

Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans:

\$ 1,928

Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee compensation:

0

Keep records that list each benefit payment

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners:
This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is more than one individual included, attach a separate table that lists the names of and payments to each.

N/A for churches

Total Payroll Costs

Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9):

\$ 21,000

Full-Time Equivalency (FTE) Reduction Calculation

If you have not reduced the number of employees or the average paid hours of your employees between January 1, 2020 and the end of the Covered Period, check here , skip lines 11 and 12 and enter 1.0 on line 13.

This Simple Example Assumes:
No FTE Reduction

Line 11. Average FTE during the Borrower's chosen reference period:

N/A

Line 12. Total Average FTE (add lines 2 and 5):

N/A

Line 11: Reference Period Options:
1. Jan 1, 2020 to Feb 29, 2020
2. Feb 15, 2019 to June 30, 2019
3. (Seasonal) Any 12-wks within May 1, 2019 and Sept 15, 2019

Line 13. FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met:

1.0

Line 12: This is the calculated FTE for the Covered Period. It is being compared to the chosen Reference Period

Line 13: The FTE Safe Harbor from page 9 identifies if you have or have not met the intent to rehire FTE by June 30, 2020. If you have met this intent, then the FTE Reduction Quotient is 1.0.



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PPP Borrower Demographic Information Form (Optional)

[Demographic Information Form \(Optional\)](#) - If desired, each Trustee should submit a separate disclosure.

Instructions

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. **Description.** This form requests information about each of the Borrower’s Principals. Add additional sheets if necessary.
3. **Definition of Principal.** The term “Principal” means:
 - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
 - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower’s business.
 - For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
 - For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
 - Any individual hired by the Borrower to manage the day-to-day operations of the Borrower (“key employee”).
 - Any trustor (if the Borrower is owned by a trust).
 - For a nonprofit organization, the officers and directors of the Borrower.
4. **Principal Name.** Insert the full name of the Principal.
5. **Position.** Identify the Principal’s position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

Principal Name		Position
Veteran	1=Non-Veteran; 2=Veteran; 3=Service-Disabled Veteran; 4=Spouse of Veteran; X=Not Disclosed	
Gender	M=Male; F=Female; X=Not Disclosed	
Race (more than 1 may be selected)	1=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed	
Ethnicity	H=Hispanic or Latino; N=Not Hispanic or Latino; X=Not Disclosed	

Disclosure is voluntary and will have no bearing on the loan forgiveness decision

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 180 minutes. Comments about this time or the information requested should be sent to Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.