

PPP Webchat Follow-up Questions

1. Can you upload information to the portal and go back to it and add items?

Yes you are able to go back and add more items. After the application is submitted, if you are missing information, ProBank Austin will reach out and request the necessary documents.

2. What kind of payroll documents from a 3rd party service are the best?

Your 941s and detailed payroll journals for the covered period showing at least each employee's gross pay.

3. If I have submitted application and documents, how do I check progress?

We would advise reaching out to your banker at First Federal Lakewood. Remember, the bank has 60 days from the time of a completed applications with all documents for review, then the SBA has 90 days. If the application is complete upon first submission then the 60 days start from that date. If additional documents are required then the 60 days start upon receipt of the last document. ProBank will reach out to you if additional documents are needed after the application has been submitted.

4. Is there a website/email/or phone number that we can use to confirm all necessary docs have been received to confirm forgiveness?

We recommend you reach out your relationship manager directly or email us at businessrelief@ffl.net for an update.

5. Are forgiven loan proceeds taxable as corporate income?

We recommend discussing with your CPA to gain the best understanding of your tax implications

6. If you pass the safe harbor test, i.e. you had to be shut down completely for health what form do we use to file?

You may use any form but at this point the loan will not be forgiven unless the loan was used for eligible expenses. There may be some addition legislation to assist with this but as of yet Congress has not made any decision.

7. The EIDL Advance is not forgiven, correct? So we have to pay that amount back, correct?

Correct that amount is not forgiven. FFL will be reaching out to you in order to make arrangements to repay this amount.

8. I have not heard a status on my application, should I resubmit?

We generally do not recommend resubmitting an application as that will delay the review process. Instead please reach out directly to your banker or businessrelief@ffl.net

9. What happens if we apply for forgiveness and then the rules change?

There is a chance rules may change but we are actively receiving forgiveness funds from the SBA. If the loan funds were all used for eligible costs and exceed the loan amount (full forgiveness) there is no reason to wait to submit the forgiveness application.

10. For FTEs, my comparison period of Feb 15 to June 30 2019 has less FTEs than Jan 1 2020 to Feb 29 2020, is that ok to use?

You are entitled to use either "chosen reference period" and generally selecting the lower amount of FTEs is a good decision.

11. How do you support payroll amount for sole proprietorship (there is no payroll)?

Typically, your 2019 Schedule C is all that is needed. Line 31 of Schedule C divided by 12 and multiplied by 2.5 determines your forgiveness amount as this represents 2.5 months of your 2019 income. Other forms of tax documents may also be used from 2019 such as W-2s, 1099s, K-1s, etc.

12. How do you prove exception 2 for EZ form - proof you did not change hourly/salary rates during the covered period, and no reduction average hours worked? What type of documentation can prove this?

This will only be needed if reviewed by the SBA but we recommend retaining payroll records, letters or notices regarding health directives or other documents that would support your certification.

