



# Important PPP Update

To continue to keep you informed on the Loan Forgiveness process, this email includes important information regarding Covered Periods for the loans. This refers to the period of time during which you will need to use your loan funds if you are wanting to maximize your forgiveness amount. You will need to have these dates ready when you submit your PPP Loan Forgiveness Application.

## **Covered Period**

The Covered Period is either: (1) the 24-week (168-day) period beginning on the PPP Loan Disbursement Date, or (2) if the Borrower received its PPP loan before June 5, 2020, the Borrower may elect to use an eight-week (56-day) Covered Period. For example, if the Borrower is using a 24-week Covered Period and received its PPP loan proceeds on Monday, April 20, the first day of the Covered Period is April 20 and the last day of the Covered Period is Sunday, October 4. In no event may the Covered Period extend beyond December 31, 2020.

## **Alternative Payroll Covered Period**

For administrative convenience, Borrowers with a biweekly (or more frequent) payroll schedule may elect to calculate eligible payroll costs using the 24-week (168-day) period or for loans received before June 5, 2020 at the election of the borrower, the eight-week (56-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date. For example, if the Borrower is using a 24-week Alternative Payroll Covered Period and received its PPP loan proceeds on Monday, April 20, and the first day of its first pay period following its PPP

loan disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday, October 10. Borrowers that elect to use the Alternative Payroll Covered Period must apply the Alternative Payroll Covered Period wherever there is a reference in this application to “the Covered Period or the Alternative Payroll Covered Period.” However, Borrowers must apply the Covered Period (not the Alternative Payroll Covered Period) wherever there is a reference in this application to “the Covered Period” only. In no event may the Alternative Payroll Covered Period extend beyond December 31, 2020.

As we still await final guidance from the Treasury Department, we are not yet accepting Loan Forgiveness Applications. We will inform you by email as soon as our online application portal is available. In the meantime, here is some additional information to help you to prepare.

1. Review the new [EZ Forgiveness Instructions](#) to see if you are eligible to use the simplified [EZ Forgiveness Application](#). If not you will need to complete the [Full Forgiveness Application](#).
2. If you have obtained an Economic Injury Disaster Loan (EIDL) advance please obtain your loan documentation for submission including your EIDL Application Number.
3. It will be easier to have your FTE numbers complete and ready to input into the application. If you are required to complete the Full Forgiveness Application the [Full Forgiveness Application Instructions](#) are a great resource to help you with your calculations.
4. Based on your Application type, EZ Forgiveness Application or the Full Forgiveness Application, start to compile your documents from the checklists located on [our website](#). Each document will need to be uploaded into the online portal individually when the Forgiveness Application is ready.