

## Frequently Asked Questions – FAQs

**Q:** When can I submit my PPP Forgiveness application?

**A:** We are waiting on additional guidance from Treasury/SBA, however the forgiveness process will not begin for another few weeks. As per current guidance, you will need to submit documentation supporting your calculation. These documents are typically issued on a quarterly basis and therefore we are unable to accept Forgiveness applications. Georgia Primary Bank will share timelines and other pertinent information as soon as we receive from Treasury/SBA.

**Q:** How do I request a copy of my PPP loan closing documents?

**A:** Email your request to [loanoperations@gaprimary.com](mailto:loanoperations@gaprimary.com). Request **MUST** include the following.

1. Loan Name
2. Last 4 digits of the Business' EIN (XX-XXX1234)
3. Last 4 digits of the Borrower's SSN (XXX-XX-1234)
4. Manner in which you would like to receive documents – email/mail/pick-up
5. Email address on file (must be email the bank has on file for communication)

**Q:** Will there be more changes to the PPP program and/or the Forgiveness process?

**A:** We can not confirm; however, Georgia Primary Bank will post and/or email all pertinent information as soon as we receive.

**Q:** Can I include bonuses in payroll costs?

**A:** Yes, according to the Interim Final Rule issued on May 22.

*Yes. The CARES Act defines the term "payroll costs" broadly to include compensation in the form of salary, wages, commissions, or similar compensation. If a borrower pays furloughed employees their salary, wages, or commissions during the covered period, those payments are eligible for forgiveness as long as they do not exceed an annual salary of \$100,000, as prorated for the covered period. The Administrator, in consultation with the Secretary, has determined that this interpretation is consistent with the text of the statute and advances the paycheck protection purposes of the statute by enabling borrowers to continue paying their employees even if those employees are not able to perform their day-to-day duties, whether due to lack of economic demand or public health considerations. This intent is reflected throughout the statute, including in section 1106(d)(4) of the Act, which provides that additional wages paid to tipped employees are eligible for forgiveness. The Administrator, in consultation with the Secretary, has also determined that, if an employee's total compensation does not exceed \$100,000 on an annualized basis, the employee's hazard pay and bonuses are eligible for*

*loan forgiveness because they constitute a supplement to salary or wages, and are thus a similar form of compensation.*

**Q:** Which utilities are eligible for forgiveness?

**A:** Business utility payments for the distribution of electricity, gas, water, transportation, telephone, or internet access for which services began before February 15, 2020

**Q:** Which expense are considered “nonpayroll cost?”

**A:** The following are considered nonpayroll cost

1. Interest payments on any business mortgage obligation on real or personal property that was incurred before February 15, 2020 (but not any prepayment or payment of principal)
2. Payments on business rent obligations on real or personal property under a lease agreement in force before February 15, 2020
3. Business utility payments for the distribution of electricity, gas, water, transportation, telephone, or internet access for which services began before February 15, 2020

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**Q:** Can the bank complete my Forgiveness application?

**A:** Georgia Primary Bank can assist in answering questions pertaining to your PPP loan, however we are unable to complete the Forgiveness application on your behalf. We will provide information and other resources to assist our customers and friends through the Forgiveness process.

**Q:** What is the Covered Period?

**A:** The first day of the Covered Period must be the same as the PPP Loan Disbursement Date. For example, if the Borrower received 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, June 14. The Covered Period in this example is the eight-week (56-day) payroll period from April 20 through June 14.

**Q:** What is the Alternative Covered Period?

**A:** Borrowers with a biweekly (or more frequent) payroll schedule may elect to calculate eligible payroll costs using the eight-week (56-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date (the “Alternative Payroll Covered Period”). **For example**, if the Borrower 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, June 20. Borrowers who elect to use the Alternative Payroll

Covered Period **must** apply the Alternative Payroll Covered Period wherever there is a reference in the Forgiveness 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 the Forgiveness application to “the Covered Period” only.

**Q:** When is the Forgiveness application due?

**A:** We are waiting on additional guidance from Treasury/SBA, however the forgiveness process will not begin for another few weeks. Georgia Primary Bank will share timelines and other pertinent information as soon as we receive from Treasury/SBA.

**Q:** What does FTE mean?

**A:** FTE = Full Time Equivalency employee.

**Q:** What is the FTE calculation?

**A:** For each employee, enter the average number of hours paid per week, divide by 40, and round the total to the nearest tenth. The maximum for each employee is capped at 1.0. ***A simplified method that assigns a 1.0 for employees who work 40 hours or more per week and 0.5 for employees who work fewer hours may be used at the election of the Borrower.***

**Q:** Can I include bonuses in payroll costs?

**A:** We are waiting on additional guidance from Treasury/SBA. Georgia Primary Bank will share timelines and other pertinent information as soon as we receive from Treasury/SBA.

**Q:** Where can I find my PPP Loan Number?

**A:** Please refer to your PPP loan closing documents to complete parts of the forgiveness application.

