

SBA PPP Forgiveness

Uploading documentation to ensure forgiveness

1. Login to the Loan Portal: <https://sccountybank-ppp-application.prod.apps.monjaco.com/portal/>
2. Select your Loan Application.
 - Status should read “Forgiveness Application in Progress”

Loan Application

Loan Entity	Amount	Status	Application Date	Apply Filter
Loan Entity	Amount	Status	Application Date	
Your Company Name	\$25,366.00	Forgiveness Application In Progress	4/9/20, 7:36 PM	


3. Select 'Required Items'.

Summary	Required Items
Loan Amount:	\$25,366.00
Status:	Forgiveness Application In Progress

3. Select 'Required Items'.

Summary	Required Items
Title	Status
Loan Forgiveness: Document Uploads	Pending Review

4. Select ‘Loan Forgiveness: Document Uploads’.

Loan Forgiveness: Document Uploads	Pending Review
<p>Please upload supporting documents showing the date and amount of each expense during the 8 weeks following loan disbursement. Acceptable documents include bank statements, cancelled checks, health care insurance statements for the following:</p> <ul style="list-style-type: none"> • Payroll Expenses: Form 941, employer’s quarterly federal tax return and payroll reports for the covered period • Rent expenses • Utility Expense: receipts for payment of eligible utility expenses • Mortgage interest payments • Non-mortgage interest payments on debt obligations • Group health care benefits • SBA EIDL refinancing 	
<p></p>	
Loan Amount:	\$25,366.00
Disbursement Date:	5/24/2020

5. Select the blue ‘Upload File’ button.

6. An upload pop-up window will appear.

7. Select the document type you will upload.

Document Type

- Form 941
- Payroll Report**
- Rent Cancelled Check
- Utility Payment Receipt
- Mortgage Interest Payment
- Interest Payments on Debt Obligations
- Group Health Care Benefits
- SBA EIDL Refinancing

File upload

Document Type

Payment Date

Expense Dollar Amount

Status

Pending Verification

Select File

Close Upload

- Enter the Payment Date. Day/Month/Year (DD/MM/YYYY)
- Enter the expense amount without symbols.
- Select 'Select File', browse to the file on your device and select it.
- Select 'Upload'.
- Upload additional documents by repeating steps 4-11.
- Review the Summary of Forgivable Expenses, below the upload button and forgiveness summary, to ensure we have captured your data.

Loan Forgiveness: Document Uploads Pending Review

Please upload supporting documents showing the date and amount of each expense during the 8 weeks following loan disbursement. Acceptable documents include bank statements, cancelled checks, health care insurance statements for the following:

- Payroll Expenses: Form 941, employer's quarterly federal tax return and payroll reports for the covered period
- Rent expenses
- Utility Expense: receipts for payment of eligible utility expenses
- Mortgage interest payments
- Non-mortgage interest payments on debt obligations
- Group health care benefits
- SBA EIDL refinancing

[Upload File](#)

Loan Amount: \$25,366.00

Disbursement Date: 3/24/2020

Summary of Forgivable Expenses

Week Ending In	Payroll	Rent	Utility	Interest Expense	Target for Full Forgiveness	Cumulative Eligible Expenses
05/30/2020	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,170.75	\$1,200.00
06/06/2020	\$1,200.00	\$0.00	\$0.00	\$0.00	\$6,341.50	\$6,400.00
06/13/2020	\$1,200.00	\$0.00	\$0.00	\$0.00	\$8,512.25	\$8,600.00
06/20/2020	\$1,150.00	\$0.00	\$1,200.00	\$0.00	\$12,683.00	\$13,950.00
06/27/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$15,853.75	\$13,950.00
07/04/2020	\$1,324.00	\$0.00	\$0.00	\$0.00	\$19,024.50	\$17,274.00
07/11/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$22,195.25	\$17,274.00
07/18/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$25,366.00	\$17,274.00

- Communicate errors, updates, or comments via the Note section below the file uploads.

[Add Note](#)

Troubleshooting & FAQ

Q: I have uploaded a document, but it is not showing up on my Summary of Forgivable Expenses.

A: Be sure your document shows in the file list below the **Summary of Forgivable Expenses** and that the date falls within the correct date range, after your disbursement date and before the last week on the **Summary of Forgivable Expenses**.

Summary of Forgivable Expenses

Week Ending In	Payroll	Rent	Utility	Interest Ex
05/30/2020	\$3,200.00	\$0.00	\$0.00	\$0.00
06/06/2020	\$3,200.00	\$0.00	\$0.00	\$0.00
06/13/2020	\$3,200.00	\$0.00	\$0.00	\$0.00
06/20/2020	\$3,150.00	\$0.00	\$1,200.00	\$0.00
06/27/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/04/2020	\$3,324.00	\$0.00	\$0.00	\$0.00
07/11/2020	\$0.00	\$0.00	\$0.00	\$0.00
07/18/2020	\$0.00	\$0.00	\$0.00	\$0.00

Files	Person	Timestamp	Document Type	Payment Date	Expense Dollar Amount
Screen Shot 2020-06-09 at 14.41.19.png		6/16/20, 9:40 AM	Payroll Report	6/30/2020	3324
Screen Shot 2020-06-17 at 11.49.54.png		6/22/20, 9:35 AM	Form 941	5/25/2020	3200
Screen Shot 2020-06-17 at 18.02.20.png		6/22/20, 9:36 AM	Payroll Report	6/5/2020	3200

Q: The status of my uploaded document is ‘Not Accepted’, what do I do?

A: Any document marked as ‘Not Accepted’ will be followed up with a note from our processing team indicating the required corrections. Documents that are ‘Not Accepted’ do not inherently indicate forgiveness ineligibility.

Q: I uploaded the wrong document, what do I do?

A: Leave a note for our processing team and we will remove the document.

Q: I mistyped the date or expense amount, what do I do?

A: Leave a note for our processing team and we will update the document details.

Q: I have fulfilled my payroll requirements & uploaded all supporting expense documentation. What do I do next?

A: Our team will reach out to you with the next steps for completing your forgiveness application.