

SBA PAYCHECK PROTECTION PROGRAM

PORTAL FILE NAME GUIDE

The CBT Forgiveness Portal requires you to upload your supporting documents with your application for forgiveness. The portal will require you to choose a naming convention for your file at the time of upload. This guide will help you determine how to name your documents for easy identification by the Bank and SBA. Inaccuracies in the description of your documents could result in a rejection of your application.

Using the chart below, find your document type and follow across to identify the purpose of the document, the portal drop-down choice you should use, and the recommended naming convention for the file. Each file should contain a reference to the document time period.

<i>Borrower Doc Type</i>	<i>Purpose</i>	<i>Portal Drop-Down Doc Name</i>	<i>Preferred Specific File Name</i>	<i>Example Full File Name</i>
941's	Proof of employee compensation	Forgiveness Supporting Docs(FTE)	941-(time period)	Forgiveness Supporting Docs(FTE)_941 Q2

NOTE: The portal contains some document name drop-down choices that are not applicable to the forgiveness submission process. See below for a list of those documents.

BORROWER DOCUMENT TYPE	PURPOSE	PORTAL DROP-DOWN DOCUMENT NAME	PREFERRED SPECIFIC FILE NAME
Third Party Payroll Reports for January 1, 2020	Proof of eligibility for 3508EZ application	3508EZ Supporting Docs (FTE Certification)	Payroll Report - 1-1-20
941's	Proof of Pre-COVID FTE count	Forgiveness Supporting Docs (FTE)	941- (time period)
Third Party Payroll Reports for covered period	Proof of employee compensation	Forgiveness Supporting Docs (Payroll)	Payroll Report - (time period)
Bank Account Statements	Proof of employee compensation	Forgiveness Supporting Docs (Payroll)	Bank Statement - (time period)
941's	Proof of employee compensation	Forgiveness Supporting Docs (Payroll)	941- (time period)
State Quarterly Tax Reports	Proof of employee compensation	Forgiveness Supporting Docs (Payroll)	State Quarterly Tax Report - (time period)
State Unemployment Insurance Filings	Proof of employee compensation	Forgiveness Supporting Docs (Payroll)	Unemployment Insurance Filing - (time period)
Form 1040 Schedule C (non-farmer)	Proof of self-employed/independent contractor/sole-proprietor compensation	Forgiveness Supporting Docs (Payroll)	1040SchC--(time period)
Form 1040 Schedule F (farmer)	Proof of self-employed/independent contractor/sole-proprietor compensation	Forgiveness Supporting Docs (Payroll)	1040SchF -(time period)
Form 1065 including K-1's (partnerships)	Proof of partnership compensation	Forgiveness Supporting Docs (Payroll)	1065- K1 - (time period)
Employer Health Contributions Account Statement	Proof of contributions made	Forgiveness Supporting Docs (Payroll)	Health Stmt- (time period)

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BORROWER DOCUMENT TYPE	PURPOSE	PORTAL DROP-DOWN DOCUMENT NAME	PREFERRED SPECIFIC FILE NAME
Employer Health Contributions Payment Receipts or cancelled checks	Proof of payment	Forgiveness Supporting Docs (Payroll)	Health Contributions Proof - (time period)
Employer Retirement Contributions Account Statement	Proof of contributions made	Forgiveness Supporting Docs (Payroll)	Retirement Stmt - (time period)
Employer Retirement Payment Receipts or Cancelled Checks	Proof of payment	Forgiveness Supporting Docs (Payroll)	Retirement Contributions Proof - (time period)
Mortgage Interest Statements	Proof of payment	Forgiveness Supporting Docs (Mortgage Interest Payments)	Mortgage Int Docs - (time period)
Mortgage Interest Payment Receipts or Cancelled Checks	Proof of payment	Forgiveness Supporting Docs (Mortgage Interest Payments)	Mortgage Int Docs - (time period)
Rent/Lease Payments Statements	Proof of payment	Forgiveness Supporting Docs (Rent/Lease Payments)	Rent Docs - (time period)
Rent/Lease Payments Receipts or Cancelled Checks	Proof of payment	Forgiveness Supporting Docs (Rent/Lease Payments)	Rent Docs - (time period)
Utility Expense Statements	Proof of payment	Forgiveness Supporting Docs (Utility Payments)	Utility Docs - (time period)
Utility Expenses Receipts or Cancelled Checks	Proof of payment	Forgiveness Supporting Docs (Utility Payments)	Utility Docs - (time period)

PORTAL DOCUMENT NAME DROP-DOWN

*** NOT FOR BORROWER USE ***

3508 & 3508EZ Supporting Docs (Public Health Operating Restrictions)
3508 & 3508EZ Supporting Docs (Job Offer, Refusal, etc. Certification)
Denial Justification
Loan Application supporting Documents for Self-Employed Individuals, Independent Contractors and Partners
Faith-Based Addendum to 2483
Addendum B to 2483
Addendum A to 2483
Miscellaneous
Borrower Note
SBA Form 2483
SBA Form 2484
Loan Application Supporting Docs (Payroll)