

PPP Forgiveness Application Process for Loans \$50,000 and Less

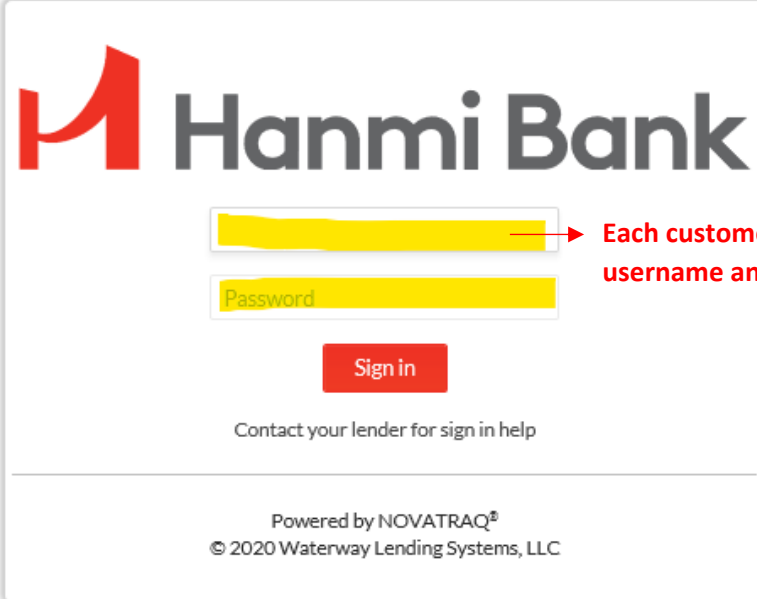
- 1) Customers will be requested to complete their forgiveness process using Hanmi Bank's online based lending program (<https://hanmi.fundingtraq.com/>)

**Please utilize Google Chrome for best results*

- 2) Please enter the username and password provided to you.

Username: loan.forgiveXXXX@hanmi.com

Password: PPP%XXXXXX



Hanmi Bank

Each customer will be given a username and password

Sign in

Contact your lender for sign in help

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3) Once you sign in, you will begin the PPP forgiveness process.

Hanmi Bank

Contacts TEST FORGIVENESS - CC 8/24/20

Kris PPP Test
Tracking #6472 ▼

Your name and a tracking number (for reference) will be displayed here.

SBA Paycheck Protection Program

Welcome to the Hanmi Bank SBA Paycheck Protection Program web portal, where you can connect with us and stay up to date on your loan request.

Application for Loan Forgiveness

Forgiveness Application Stage

You are now invited to submit your request and supporting documents for forgiveness of your SBA Paycheck Protection Program Loan. Click the button below to submit your forgiveness request. After completing the request, you will be able to upload supporting documents directly to us without leaving the Portal or using email.

Please check back periodically for updated information about the Paycheck Protection Program and to receive status updates about the progress of your loan forgiveness request.

Request Forgiveness

Click here to begin.

4) There are three (3) sections to the forgiveness process.

1. **Business Info:** Your basic business information will be pre-filled in this section. Please review and verify your business information.
2. **Forgiveness Info:** Information regarding where and how the PPP funds were used. *(If loan amount is greater than \$50,000, please complete PPP Schedule A before proceeding with online forgiveness application.)*
3. **Review & Submit:** Review your PPP forgiveness application and submit.

Section 1: Business Info

 Business Info

 Forgiveness Info


 Review & Submit

Profile

PPP Loan

Employee Info

Profile

Check here to edit business info 

Your business information will be pre-filled.
You can edit your information by clicking here.

Business Legal Name

Kris PPP Test

DBA or Trade Name (if applicable)

Address

3811 Livingston St NW

Address (Line 2)



City

State

DISTRICT OF COLUMBIA

Zip

20015

Taxpayer ID Number (EIN/SSN)

473894967

Phone

202-363-0357

Primary Contact Name

Email Address

kalvarez143@yahoo.com

For 2019, was your business revenue \$1 million or less?

Yes No


SAVE INFO

Click to go to the next page.

Business Info Forgiveness Info Review & Submit

Profile
PPP Loan
Employee Info

PPP Loan

Please contact us if you do not agree with our records for your loan numbers, amount or disbursement date.

Loan Number: 77006472 SBA Loan Number: [Redacted]

PPP Loan Amount: \$11,479.00 Loan Disbursement Date: [Redacted]

Did the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million? **Yes** No

EIDL Advance Amount: [Redacted] EIDL Application Number: [Redacted]

SAVE INFO

Answer appropriately to determine applicable PPP forgiveness form & info requested in Section 2: Forgiveness Info.

If you received an EIDL ADVANCE (aka grant up to \$10,000), please input the amount.

If you obtained an EIDL LOAN, please input the application #.

Business Info Forgiveness Info Review & Submit

Profile
PPP Loan
Employee Info

Employee Info

Employees at Time of Loan Application: 2 Employees at Time of Forgiveness Application: [Redacted]

Payroll Schedule: Biweekly (every other week)

Covered Period From: 4/3/2020 Covered Period To: 9/18/2020

Alternative Period From (if applicable): [Redacted] Alternative Period To: [Redacted]

SAVE INFO

Section 2: Forgiveness Info

Business Info

Forgiveness Info

Review & Submit

Instructions

Instructions

Form Criteria

Forgiveness

PPP Program rules require you to complete and sign a Loan Forgiveness Application, Form 3508. For your convenience, the following screens will collect the information needed to complete your Loan Forgiveness Application. This information will be compiled into the completed Form 3508 and presented for your signature following our internal review.

Please download the [Loan Forgiveness Application](#) and [Instructions](#) now and read it carefully in its entirety before completing the following screens. For consistency, these screens use terminology and refer to line numbers from Form 3508. In many instances, you can quickly access relevant instructions directly from the pop-up help menu icons located on the screens.

Under PPP rules, you are responsible for verifying the accuracy of your Loan Forgiveness Application and your supporting documents. Before submitting the Loan Forgiveness Application, please make sure you have adequate supporting documentation for all of the data you enter into the Application. The Instructions on pages 4 and 5 of Form 3508 include directions for creating a worksheet that you will use to make some of the required calculations. You will need to upload the worksheet and all other supporting documentation to us promptly after submitting your Loan Forgiveness Application. Your Application will not be considered complete and we will not be able to begin processing it until we have also received all your supporting documentation.

Please carefully review the representations and certifications on page 2 of Form 3508 that you will be making by signing the completed form and keep those in mind in connection with the information and documentation you provide to us.

▼
NEXT

Business Info

Forgiveness Info

Review & Submit

Instructions

Forgiveness Amount Calculation

Forgiveness

Forgiveness Amount

As a reminder, your forgiveness amount cannot exceed your loan amount.

Enter Forgiveness Amount: ?

Will automatically move to Section 3:
Review & Submit


▼
SAVE INFO

Enter requested PPP loan forgiveness amount. Do NOT deduct EIDL advance or loan amount from here.

Section 3: Review & Submit

 Business Info

 Forgiveness Info

 Review & Submit

Business Info

Forgiveness Info

Submit

Please select each topic on the left side and review the related information you've provided. When you have confirmed the information is accurate and complete, use the Submit screen to send your information to us for evaluation.

Business Info

Profile



Business Legal Name

Kris PPP Test

DBA or Trade Name (if applicable)

Address

3811 Livingston St NW

Address (Line 2)

City

State

District of Columbia

Zip

20015

Taxpayer ID Number (EIN/SSN)

47-3894967

Phone

202-368-0357

Primary Contact Name

Email Address

kalvarez143@yahoo.com

For 2019, was your business revenue \$1 million or less?

PPP Loan



Loan Number

77006472

SBA Loan Number

PPP Loan Amount

\$11,479.00

Loan Disbursement Date

Did the Borrower (together with affiliates, if applicable) receive PPP loans in excess of \$2 million?

EIDL Advance Amount

EIDL Application Number

Employee Info



Employees at Time of Loan Application

2

Employees at Time of Forgiveness Application

Payroll Schedule

Biweekly (every other week)

Covered Period From

4/3/2020

Covered Period To

9/18/2020

Alternative Period From (if applicable)

Alternative Period To

 Business Info

 Forgiveness Info

 Review & Submit

Business Info

Forgiveness Info

Submit

Please select each topic on the left side and review the related information you've provided. When you have confirmed the information is accurate and complete, use the Submit screen to send your information to us for evaluation.

Submit

Thank you for providing the requested information.

Please click Submit below to complete the submission process.


SUBMIT

After reviewing all info, click to Submit PPP forgiveness application to Hanmi Bank.

After you submit your forgiveness application, Hanmi Bank will review and contact you if any additional documents or information is necessary.

Please note that documents **do NOT need to be uploaded to the online portal at this time**. However, please retain records of all documentation for six years as required by SBA, which may need to be produced at SBA's request.

For your reference, a list of documents supporting the PPP forgiveness application that need to be retained by the borrower are listed below.

- 1. PPP Loan Forgiveness Application Form (including Schedule A, if applicable)**
- 2. Payroll Documentation (for covered period)**
 - a. Bank statements or Third-party payroll service provider reports documenting amount of cash compensation paid to employees
 - b. Quarterly IRS Form 941
 - c. Quarterly business & individual employee wages reportings and unemployment insurance tax filings reported to state (such as DE 9 and DE 9C)
 - d. If employee health insurance or retirement plans included in forgiveness amount: Payment receipts, cancelled checks, or account statements documenting amount of employer contribution)
- 3. Non-payroll Documentation (if included in forgiveness amount request)**
 - a. Mortgage interest payments (choose 1 of following):
 - i. Copy of lender amortization schedule and receipts or cancelled checks OR
 - ii. Lender account statements from 2/2020 and from covered period through 1 month after the end of the covered period
 - b. Rent or lease payments (choose 1 of following):
 - i. Copy of current lease agreement and receipts or cancelled checks OR
 - ii. Lessor account statements from 2/2020 and from covered period through 1 month after the end of the covered period
 - c. Utility Payments:
 - i. Copy of invoices, receipts, cancelled checks, or account statements from 2/2020 and those paid during covered period
- 4. Optional Documentation** (refer to PPP Loan Forgiveness Application Instructions issued by SBA)

Please refer to PPP Loan Forgiveness Application Instructions issued by SBA for a complete list of documents that need to be retained & additional details.