

PPP Forgiveness Application



HELPFUL TIPS

Please reference the following tips before you begin your SBA Paycheck Protection Program (PPP) loan Forgiveness Application.

- All fields must be completed on each page before moving on to the next page unless it tells you otherwise.
- If all fields have been completed but you are still not able to click the “next” button at the bottom of the page, hit “Tab” on your keyboard and then click next.
- Each page has additional details on the right -hand side to provide additional SBA guidance on how to answer the questions.
- You will be asked questions during the application process that will determine which form you are eligible to use.
- If you need to go back to a previous page, please use the navigation on the left-hand side of the page. Do not use the back arrow. You can also make changes when reviewing your details before submitting your application.
- Once you have submitted your application you cannot go back in to make changes. If you notice after submitting that you need to make changes, please contact your business loan officer.
- E-signature at the end of your application is optional. You will still be required to sign again after loan underwriting regardless of whether or not you electronically signed at the time of completing the online application.
- If you select the 8-week covered period, you may be required to upload additional documentation as it relates to your utilities and rent (i.e. Copy of lease and receipt of payments). Selecting the 24-week covered period may reduce the need for these documents.
- If you are using the long form (3508), it may be beneficial to have your 2019 payroll summary for reference.