

Loan Forgiveness Application

Step 1: Fill out Page 9 (PPP Schedule A Worksheet) using payroll records and use Schedule A Worksheet Instruction pages 7 and 8 and follow the instructions to completely fill out page 9. The PPP Schedule A Worksheet does not need to be submitted.

Step 2: Follow the instructions on page 5 to completely fill out Page 6 (PPP Schedule A). PPP Schedule A, Page 6 will need to be submitted with loan forgiveness application.

Step 3: Follow the instructions on pages 1 and 2 to complete Page 3. (PPP Loan Forgiveness Calculation Form). Page 3 will need to be submitted.

Step 4: Once Page 3 is completed, then initial by all borrower certifications on Page 4 and sign and date the bottom. Page 4 will need to be submitted.

Step 5: Once Page 3 and 4 are complete the borrower will need to attach all supporting documents for all payroll costs (bank statements, payroll tax filings, health insurance payments, retirement plan contributions), the FTE calculation sheets, and all Non-payroll documentation (mortgage interest payments, amortization schedules and receipts, rent or lease agreements and receipts, copies of utility invoices and receipts, cancelled checks or account statements).

Please note: Borrower can elect to choose the “alternative payroll covered period” only for payroll purposes. Ex: if loan was disbursed on May 1, but payroll wasn’t paid until May 8th, you can start the payroll period on May 8th. The 8 week “covered period” is used for all non-payroll expenses that are paid 8 weeks from original disbursement date.

Please note: Any documentation used to determine anything in this process but not submitted to SBA will need to be kept in your files for 6 years.