

How and when to apply for loan forgiveness

A borrower can apply for forgiveness once all loan proceeds for which the borrower is requesting forgiveness have been used. Covered period is between 8 and 24 weeks from date funds received (disbursement date). If borrowers do not apply for forgiveness within 10 months after the last day of their covered period, then PPP loan payments are no longer deferred, and borrowers will begin making loan payments to their PPP lender.

To apply for loan forgiveness:

1. Contact your PPP lender to request link to Forgiveness online Application:

Please email sbcplloans@sbcpl.bank to request the link to your forgiveness application.

You must log into your application account once invitation is sent within first 72 hours or link will expire. You will not need to complete the application in that timeframe but must at least access account before the application expires. If it expires, email sbcplloans@sbcpl.bank to request a new link.

2. Review Application Options

Samples of the 3 Forgiveness applications along with Forgiveness Application Hints are located on the bank website to help you determine which application you are eligible to choose once logged into your online application.

3. Compile your documentation:

Payroll (*provide documentation for all payroll periods that overlapped with the Covered Period or the Alternative Payroll Covered Period*):

- Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees
- Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and

- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state
- Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the borrower included in the forgiveness amount

Non-payroll (*for expenses that were incurred or paid during the covered period and showing that obligations or services existed prior to February 15, 2020*):

- Business mortgage interest payments: Copy of lender amortization schedule and receipts verifying payments, or lender account statements
- Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments
- Business utility payments: Copies of invoices and receipts, cancelled checks or account statements

This list of documents required to be submitted to your lender is not all-inclusive. See PPP Forgiveness FAQ for additional details on requirements for documentation.

3. Log into application

Use your existing username and password used when you created account to initially apply for your PPP loan. You can click the reset password link if you do not recall your password

4. Submit the forgiveness application and documentation to your PPP lender:

Complete your loan forgiveness online application and submit it to your lender with the required supporting documents. The bank will follow up with you if additional documentation is required before we submit your application to SBA for final approval. Review FAQ's on PPP Forgiveness found on the bank website or consult your lender for additional guidance.

5. Continue to communicate with your lender throughout the process:

If SBA undertakes a review of your loan, your lender will notify you of the review and the SBA loan review decision. You have the right to appeal certain SBA loan review

decisions. Your lender is responsible for notifying you of the forgiveness amount paid by SBA and the date on which your first payment will be due, if applicable.

Please note: Recent legislation [eliminated the original requirement to deduct the amount](#) of [EIDL Advance](#) you may have received from your PPP loan forgiveness.