



Paycheck Protection Program
Lender's Application - Paycheck Protection Program Loan Guaranty
Revised January 8, 2021

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

The purpose of this form is to collect identifying information about the Lender, the Applicant, the loan guaranty request, sources and uses of funds, the proposed structure (which includes pricing and the loan term), and compliance with SBA Loan Program Requirements. This form reflects the data fields that will be collected electronically from lenders; no paper version of this form is required or permitted to be submitted. As used in this application, "Paycheck Protection Program Rules" refers to the rules in effect at the time you submit this application that have been issued by the Small Business Administration (SBA) and the Department of the Treasury implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.

Instructions for Lenders

All Paycheck Protection Program (PPP) loans are processed by all Lenders under delegated authority from SBA. This application must be submitted and signed electronically in accordance with program requirements, and the information requested is to be retained in the Lender's loan file.

A. Lender Information							
Lender Name: _____				Lender Location ID: _____			
Address: _____		City: _____		St: _____		Zip: _____	
Lender Contact: _____		Ph: _____		Cell or Ext: _____			
Contact Email: _____				Title: _____			

B. Applicant Information <i>(All Applicant Ownership information provided by the Applicant on SBA Form 2483 must also be submitted electronically)</i>							
Applicant	Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor						
	Self-employed individual 501(c)(3) nonprofit 501(c)(6) organization						
	501(c)(19) veterans organization Housing cooperative Tribal business Other						
	Applicant Legal Name: _____				NAICS Code: _____		
	DBA or Tradename (if applicable): _____				Business Tax ID: _____		
	Year of Establishment (if applicable): _____				Number of Employees: _____		
	Applicant Size Standard (including affiliates, if applicable) (check one): <input type="checkbox"/> No more than 500 employees (or 300 employees, if applicable) <input type="checkbox"/> SBA industry size standards <input type="checkbox"/> SBA alternative size standard						
	Applicant Street Address (no P.O. Box Addresses allowed): _____				City, State, Zip: _____		
Applicant Primary Contact: _____				Phone: _____			

C. Loan Structure Information							
Amount of Loan Request: \$ _____		Guarantee %: 100%		Loan Term in # of Months: 60		Payment: Deferred	
Applicant must provide documentation to Lender supporting how the loan amount was calculated in accordance with the Paycheck Protection Program Rules and Lender must retain all such supporting documentation in Lender's file.							
Interest Rate: 1% (calculated on a non-compounding, non-adjustable basis)							

D. Loan Amount Information	
Average Monthly Payroll multiplied by 2.5	\$ _____
Refinance of Eligible Economic Injury Disaster Loan (EIDL) (Do Not Include Any EIDL Advance (see Paycheck Protection Program Rules))	\$ _____
Total	\$ _____

E. General Eligibility *(If the answer is no to any, the loan cannot be approved)*

- The Applicant has certified to the Lender that (1) it was in operation on February 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC; (2) current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant; (3) the funds will be used to retain workers and maintain payroll, or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures; and (4) the Applicant has not and will not receive another loan under the Paycheck Protection Program, section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)) (this does not include Paycheck Protection Program second draw loans, section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37))). ☐ Yes ☐ No
- The Applicant has certified to the Lender that the Applicant, together with its affiliates (if applicable), (1) is an independent contractor, self-employed individual, or sole proprietor with no employees; (2) if not a housing cooperative, eligible 501(c)(6) organization, or eligible destination marketing organization, employs no more than the greater of 500 employees or, if applicable, meets the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry; (3) if a housing cooperative, eligible 501(c)(6) organization, or eligible destination marketing organization, employs no more than 300 employees; (4) if NAICS 72, employs no more than 500 employees per physical location; (5) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 500 employees (or, if applicable, the size standard in number of employees established by SBA in 13 C.F.R. 121.201 for the Applicant's industry) per location; or (6) is a small business under the applicable revenue-based size standard established by SBA in 13 C.F.R. 121.201 for the Applicant's industry or under the SBA alternative size standard. ☐ Yes ☐ No
- The Applicant has certified to the Lender that (1) it has not and will not receive a Shuttered Venue Operator grant from SBA; (2) the President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act; and (3) the Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f). ☐ Yes ☐ No

F. Applicant Certification of Eligibility *(If not true, the loan cannot be approved)*

- The Applicant has certified to the Lender that the Applicant is eligible under the Paycheck Protection Program Rules. ☐ True

G. Franchise/License/Jobber/Membership or Similar Agreement *(If a franchise and not listed in the SBA Franchise Directory, the loan cannot be approved)*

- The Applicant has represented to the Lender that it is a franchise. ☐ Yes ☐ No
- The Applicant has represented that the franchise is listed in SBA's Franchise Directory. ☐ Yes ☐ No
- If Yes, enter the SBA Franchise Identifier Code here: _____

H. Character Determination *(If no, the loan cannot be approved)*

- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant is presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction. ☐ Yes ☐ No
- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant has within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year for any other felony: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment). ☐ Yes ☐ No

I. Prior Loss to Government/Delinquent Federal Debt *(If no, the loan cannot be approved)*

- The Applicant has certified to the Lender that neither the Applicant nor any owner is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy. ☐ Yes ☐ No
- The Applicant has certified to the Lender that neither the Applicant nor any of its owners, nor any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent, or (b) has defaulted in the last 7 years and caused a loss to the government. ☐ Yes ☐ No

J. U.S. Employees *(If no, the loan cannot be approved)*

- The Applicant has certified that the principal place of residence for all employees included in the Applicant's payroll calculation is the United States. ☐ Yes ☐ No

K. Fees *(If yes, Lender may not pass any agent fee through to the Applicant or offset or pay the fee with the proceeds of this loan)*

- Has the Lender directly contracted with a third party to assist in the preparation of the loan application or application materials, or to perform other services in connection with this loan? ☐ Yes ☐ No

SBA Certification to Financial Institution under Right to Financial Privacy Act (12 U.S.C. 3401)

By signing SBA Form 2483, Borrower Application Form in connection with this application for an SBA-guaranteed loan, the Applicant certifies that it has read the Statements Required by Law and Executive Orders, which is attached to Form 2483. As such, SBA certifies that it has complied with the applicable provisions of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) and, pursuant to that Act, no further certification is required for subsequent access by SBA to financial records of the Applicant/Borrower during the term of the loan guaranty.

Lender Certification

On behalf of the Lender, I certify that:

- The Lender has complied with the applicable lender obligations set forth in paragraphs C.3.a.-c. of the interim final rule "Paycheck Protection Program as Amended by Economic Aid Act" (issued on January 6, 2021), and any amendments thereto.
- The Lender has obtained and reviewed the required application (including documents demonstrating qualifying payroll amounts) of the Applicant and will retain copies of such documents in the Applicant's loan file.
- The Lender will register in sam.gov no later than thirty (30) days from the date of the first disbursement of a PPP loan made by the Lender after January 7, 2021 and will provide SBA with the Lender's unique entity identifier.

I certify that:

- Neither the undersigned Authorized Lender Official, nor such individual's spouse or children, has a financial interest in the Applicant.

Authorized Lender Official: _____
Signature

Date: _____

Type or Print Name: _____

Title: _____

NOTE: According to the Paperwork Reduction Act, you are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated burden for completing this form, including time for reviewing instructions, gathering data needed, and completing and reviewing the form is 25 minutes per response. Comments or questions on the burden estimates should be sent to U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Rm. 10202, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**



**Paycheck Protection Program
Second Draw Borrower Application Form**

OMB Control No.: 3245-0417
Expiration Date: 7/31/2021

Check One:	Sole Proprietor Partnership C-Corp S-Corp LLC		DBA or Tradename (if applicable)	Year of Establishment (if applicable)
	Independent Contractor Self-Employed Individual 501(c)(3) nonprofit 501(c)(6) organization 501(c)(19) veterans organization Housing cooperative Tribal Business Other			
Business Legal Name			NAICS Code	
Business Address (Street, City, State, Zip Code - No P.O. Box addresses allowed)			Business TIN (EIN, SSN)	Business Phone
			Primary Contact	Email Address
Average Monthly Payroll:	\$	x 2.5 (or x 3.5 for NAICS 72 applicants) equals Loan Request Amount (may not exceed \$2,000,000):	\$	Number of Employees (including affiliates, if applicable; may not exceed 300):
Purpose of the loan (select all that apply):	<input type="checkbox"/> Payroll Costs	<input type="checkbox"/> Rent / Mortgage Interest	<input type="checkbox"/> Utilities	<input type="checkbox"/> Covered Operations Expenditures
	<input type="checkbox"/> Covered Property Damage	<input type="checkbox"/> Covered Supplier Costs	<input type="checkbox"/> Covered Worker Protection Expenditures	<input type="checkbox"/> Other (explain): _____
PPP First Draw SBA Loan Number:				
Reduction in Gross Receipts of at Least 25% (Applicants for loans of \$150,000 or less may leave blank but must provide upon or before seeking loan forgiveness or upon SBA request):	2020 Quarter (e.g., 2Q 2020):		Reference Quarter (e.g., 2Q 2019):	
	Gross Receipts:	\$	Gross Receipts	\$

Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

If questions (1), (2), (4), or (5) are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?		
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent, or (b) has defaulted in the last 7 years and caused a loss to the government?		
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management (including a management agreement) with any other business? If yes, list all such businesses (including their TINs if available) and describe the relationship on a separate sheet identified as addendum A.		
4. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? Initial here to confirm your response to question 4 → _____		
5. Within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 5 → _____		
6. Is the United States the principal place of residence for all employees included in the Applicant's payroll calculation above?		
7. Is the Applicant a franchise?		
8. Is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code here: _____		



Paycheck Protection Program Second Draw Borrower Application Form

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) and the Department of the Treasury (Treasury) implementing Second Draw Paycheck Protection Program Loans under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act (the Paycheck Protection Program Rules).
- The Applicant, together with its affiliates (if applicable), (1) is an independent contractor, self-employed individual, or sole proprietor with no employees; (2) employs no more than 300 employees; or (3) if NAICS 72, employs no more than 300 employees per physical location; (4) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 300 employees per location.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rules including the prohibition on using loan proceeds for lobbying activities and expenditures. If Applicant is a news organization that became eligible for a loan under Section 317 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, proceeds of the loan will be used to support expenses at the component of the business concern that produces or distributes locally focused or emergency information.
- I understand that SBA encourages the purchase, to the extent feasible, of American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

_____ The Applicant was in operation on February 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees, or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

_____ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

_____ The Applicant has realized a reduction in gross receipts in excess of 25% relative to the relevant comparison time period. For loans greater than \$150,000, Applicant has provided documentation to the lender substantiating the decline in gross receipts. For loans of \$150,000 or less, Applicant will provide documentation substantiating the decline in gross receipts upon or before seeking loan forgiveness for the Second Draw Paycheck Protection Program Loan or upon SBA request.

_____ The Applicant received a First Draw Paycheck Protection Program Loan and, before the Second Draw Paycheck Protection Program Loan is disbursed, will have used the full loan amount (including any increase) of the First Draw Paycheck Protection Program Loan only for eligible expenses.

_____ The funds will be used to retain workers and maintain payroll; or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

_____ I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SBA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of eligible expenses for the covered period following this loan.

_____ The Applicant has not and will not receive another Second Draw Paycheck Protection Program Loan.

_____ The Applicant has not and will not receive a Shuttered Venue Operator grant from SBA.

_____ The President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings

provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.

_____ The Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f).

_____ The Applicant is not a business concern or entity (a) for which an entity created in or organized under the laws of the People's Republic of China or the Special Administrative Region of Hong Kong, or that has significant operations in the People's Republic of China or the Special Administrative Region of Hong Kong, owns or holds, directly or indirectly, not less than 20 percent of the economic interest of the business concern or entity, including as equity shares or a capital or profit interest in a limited liability company or partnership; or (b) that retains, as a member of the board of directors of the business concern, a person who is a resident of the People's Republic of China.

_____ The Applicant is not required to submit a registration statement under section 2 of the Foreign Agents Registration Act of 1938 (22 U.S.C. 612).

_____ The Applicant is not a business concern or entity primarily engaged in political or lobbying activities, including any entity that is organized for research or for engaging in advocacy in areas such as public policy or political strategy or otherwise describes itself as a think tank in any public documents.

_____ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

_____ I acknowledge that the Lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge, and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Signature of Authorized Representative of Applicant

Date

Print Name

Title



Paycheck Protection Program Second Draw Borrower Application Form

Purpose of this form:

This form is to be completed by the authorized representative of the Applicant and ***submitted to your SBA Participating Lender***. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

Instructions for completing this form:

With respect to “purpose of the loan,” payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave (except those paid leave amounts for which a credit is allowed under FFCRA Sections 7001 and 7003); allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage (including insurance premiums), group life, disability, vision, or dental insurance, and retirement benefits; payment of state and local taxes assessed on compensation of employees; and, for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation.

For purposes of calculating “Average Monthly Payroll,” most Applicants will use the average monthly payroll for 2019 or 2020, excluding costs over \$100,000 on an annualized basis, as prorated for the period during which the payments are made or the obligation to make the payments is incurred, for each employee. For seasonal businesses, the Applicant may elect to instead use average total monthly payroll for any twelve-week period selected by the Applicant between February 15, 2019 and February 15, 2020, excluding costs over \$100,000 on an annualized basis, as prorated for the period during which the payments are made or the obligation to make the payments is incurred, for each employee. For new businesses without 12 months of payroll costs but that were in operation on February 15, 2020, average monthly payroll may be calculated based on the number of months in which payroll costs were incurred, excluding costs over \$100,000 on an annualized basis for each employee, as prorated for the period during which the payments are made or the obligation to make the payments is incurred, for each employee. For farmers and ranchers that operate as a sole proprietorship or as an independent contractor, or who are eligible self-employed individuals and report farm income or expenses on a Schedule F (or any equivalent successor IRS form), payroll costs are computed using eligible payroll costs for employees, if any, plus the lesser of \$100,000 and the difference between gross income and any eligible payroll costs for employees, as reported on a Schedule F. For Applicants that file IRS Form 1040, Schedule C, payroll costs are computed using line 31 net profit amount, limited to \$100,000, plus any eligible payroll costs for employees. For Applicants that are partnerships, payroll costs are computed using net earnings from self-employment of individual general partners, as reported on IRS Form 1065 K-1, reduced by section 179 expense deduction claimed, unreimbursed partnership expenses claimed, and depletion claimed on oil and gas properties, multiplied by 0.9235, that is not more than \$100,000, plus any eligible payroll costs for employees.

In determining whether the Applicant experienced at least a 25% reduction in gross receipts, for loans above \$150,000, the Applicant must identify the 2020 quarter meeting this requirement, identify the reference quarter, and state the gross receipts amounts for both quarters, as well as provide supporting documentation. For loans of \$150,000 and below, these fields are not required and the Applicant only must certify that the Applicant has met the 25% gross receipts reduction at the time of application; however, upon or before seeking loan forgiveness (or upon SBA request) the Applicant must provide documentation that identifies the 2020 quarter meeting this requirement, identifies the reference quarter, states the gross receipts amounts for both quarters, and supports the amounts provided. For all loans, the appropriate reference quarter depends on how long the Applicant has been in operation:

- For all entities other than those satisfying the conditions set forth below, Applicants must demonstrate that gross receipts in any quarter of 2020 were at least 25% lower than the same quarter of 2019. Alternatively, Applicants may compare annual gross receipts in 2020 with annual gross receipts in 2019; Applicants choosing to use annual gross receipts must enter “Annual” in the 2020 Quarter and Reference Quarter fields and, as required documentation, must submit copies of annual tax forms substantiating the annual gross receipts reduction.
- For entities not in business during the first and second quarters of 2019 but in operation during the third and fourth quarters of 2019, Applicants must demonstrate that gross receipts in any quarter of 2020 were at least 25% lower than either the third or fourth quarters of 2019.
- For entities not in business during the first, second, and third quarters of 2019 but in operation during the fourth quarter of 2019, Applicants must demonstrate that gross receipts in any quarter of 2020 were at least 25% lower than the fourth quarter of 2019.
- For entities not in business during 2019 but in operation on February 15, 2020, Applicants must demonstrate that gross receipts in the second, third, or fourth quarter of 2020 were at least 25% lower than the first quarter of 2020.

Gross receipts includes all revenue in whatever form received or accrued (in accordance with the entity’s accounting method) from whatever source, including from the sales of products or services, interest, dividends, rents, royalties, fees, or commissions, reduced by returns and allowances. Generally, receipts are considered “total income” (or in the case of a sole proprietorship “gross income”) plus “cost of goods sold” and excludes net capital gains or losses as these terms are defined and reported on IRS tax return forms. Gross receipts do not include the following: taxes collected for and remitted to a taxing authority if included in gross or total income, such as sales or other taxes collected from customers and excluding taxes levied on the concern or its employees; proceeds from transactions between a concern and its domestic or foreign affiliates; and amounts collected for another by a travel agent, real estate agent, advertising agent, conference management service provider, freight forwarder or customs broker. All other items, such as subcontractor costs, reimbursements for purchases a contractor makes at a customer’s request, investment income, and employee-based costs such as payroll taxes, may not be excluded from gross receipts. Gross receipts of a borrower must be aggregated with gross receipts of its affiliates. For a nonprofit organization, veterans organization, nonprofit news organization, 501(c)(6) organization, and destination marketing organization, gross receipts has the meaning in section 6033 of the Internal Revenue Code of 1986.

For purposes of reporting Number of Employees, sole proprietors, self-employed individuals, and independent contractors should include themselves as employees (i.e., the minimum number in the box “Employees” is one). For NAICS 72 or eligible news organizations, applicants may not exceed 300 per physical location.

For purposes of reporting Year of Establishment, self-employed individuals and independent contractors may enter “NA”.

For purposes of reporting NAICS Code, applicants must match the business activity code provided on their IRS income tax filings, if applicable. For purposes of calculating an Applicant’s maximum payroll costs, an Applicant may multiply its average monthly payroll costs by 3.5 only if the Applicant is in the Accommodation and Food Services sector and has reported a NAICS code beginning with 72 as its business activity code on its most recent IRS income tax return.

All parties listed below are considered owners of the Applicant as well as “principals”:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 8 minutes. Comments about this time or the information requested should be sent to: Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

Privacy Act (5 U.S.C. 552a) – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below.) Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person’s integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act.

Disclosure of Information – Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain “routine uses” of information protected by that Act. One such routine use is the disclosure of information maintained in SBA’s system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies’ function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Program using the Taxpayer Identification Number (TIN) assigned to the borrower.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) take other action permitted in the loan instruments.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial institutions participating in a loan or loan guaranty. SBA is only required provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA’s access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552) – This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that is generally released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers, the amount of the loan, and the type of the loan. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined and required to abate the hazards in their workplaces. They may also be ordered to cease operations posing an imminent danger of death or serious injury until employees can be protected. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

Civil Rights (13 C.F.R. 112, 113, 117) – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Debarment and Suspension Executive Order 12549 (2 C.F.R. Part 180 and Part 2700) – By submitting this loan application, you certify that neither the Applicant or any owner of the Applicant have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.

PPP Borrower Demographic Information Form (Optional)

Instructions

1. **Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.
2. **Description.** This form requests information about each of the Borrower's Principals. Add additional sheets if necessary.
3. **Definition of Principal.** The term "Principal" means:
 - For a self-employed individual, independent contractor, or a sole proprietor, the self-employed individual, independent contractor, or sole proprietor.
 - For a partnership, all general partners and all limited partners owning 20% or more of the equity of the Borrower, or any partner that is involved in the management of the Borrower's business.
 - For a corporation, all owners of 20% or more of the Borrower, and each officer and director.
 - For a limited liability company, all members owning 20% or more of the Borrower, and each officer and director.
 - Any individual hired by the Borrower to manage the day-to-day operations of the Borrower ("key employee").
 - Any trustor (if the Borrower is owned by a trust).
 - For a nonprofit organization, the officers and directors of the Borrower.
4. **Principal Name.** Insert the full name of the Principal.
5. **Position.** Identify the Principal's position; for example, self-employed individual; independent contractor; sole proprietor; general partner; owner; officer; director; member; or key employee.

Principal Name		Position
Veteran	1=Non-Veteran; 2=Veteran; 3=Service-Disabled Veteran; 4=Spouse of Veteran; X=Not Disclosed	
Gender	M=Male; F=Female; X=Not Disclosed	
Race (more than 1 may be selected)	1=American Indian or Alaska Native; 2=Asian; 3=Black or African-American; 4=Native Hawaiian or Pacific Islander; 5=White; X=Not Disclosed	
Ethnicity	H=Hispanic or Latino; N=Not Hispanic or Latino; X=Not Disclosed	

Disclosure is voluntary and will have no bearing on the loan application decision



Paycheck Protection Program
Lender's Application - Second Draw Loan Guaranty

OMB Control No.: 3245-0417
Expiration Date: 7/31/2021

The purpose of this form is to collect identifying information about the Lender, the Applicant, the loan guaranty request, sources and uses of funds, the proposed structure (which includes pricing and the loan term), and compliance with SBA Loan Program Requirements. This form reflects the data fields that will be collected electronically from lenders; no paper version of this form is required or permitted to be submitted. As used in this application, "Paycheck Protection Program Rules" refers to the rules in effect at the time you submit this application that have been issued by the Small Business Administration (SBA) and the Department of the Treasury implementing the Paycheck Protection Program, including Second Draw Paycheck Protection Program Loans, under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act and Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.

Instructions for Lenders

All Second Draw Paycheck Protection Program (PPP) Loans are processed by all Lenders under delegated authority from SBA. This application must be submitted and signed electronically in accordance with program requirements, and the information requested is to be retained in the Lender's loan file.

A. Lender Information			
Lender Name: _____		Lender Location ID: _____	
Address: _____	City: _____	St: _____	Zip: _____
Lender Contact: _____	Ph: _____	Cell or Ext: _____	
Contact Email: _____	Title: _____		

B. Applicant Information <i>(All Applicant Ownership information provided by the Applicant on the 2483-SD must also be submitted electronically)</i>			
Applicant	Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor		
	<input type="checkbox"/> Self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(6) organization		
	<input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Housing cooperative <input type="checkbox"/> Tribal business <input type="checkbox"/> Other		
	Applicant Legal Name: _____		NAICS Code: _____
	DBA or Tradename (if applicable): _____		Business Tax ID: _____
	Year of Establishment (if applicable): _____		Number of Employees: _____
	Applicant Street Address (no P.O. Box Addresses Allowed): _____		City, State, Zip: _____
	Applicant Primary Contact: _____		Phone: _____
	SBA Loan Number for First Draw PPP Loan : _____		
	Reduction in Gross Receipts of at Least 25% (must provide for loans of more than \$150,000; provide for loans of \$150,000 or less ONLY if Applicant provided documentation and lender performed good faith review):		2020 Quarter: _____
Gross Receipts \$ _____			Gross Receipts: \$ _____

C. Loan Structure Information							
Amount of Loan Request:	\$ _____	Guarantee %:	100%	Loan Term in # of Months:	60	Payment:	Deferred
Applicant must provide documentation to Lender supporting how the loan amount was calculated in accordance with the Paycheck Protection Program Rules, and Lender must retain all such supporting documentation in Lender's file.							
Interest Rate:	1% (calculated on a non-compounding, non-adjustable basis)						

D. Loan Amount Information	
Average Monthly Payroll multiplied by 2.5 (or multiplied by 3.5 for NAICS 72 applicants)	\$ _____
Total <i>(may not exceed \$2,000,000)</i>	\$ _____

E. General Eligibility *(If the answer is no to any, the loan cannot be approved)*

- The Applicant has certified to the Lender that (1) it was in operation on February 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC; (2) current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant; (3) it received a First Draw Paycheck Protection Program Loan and, before the Second Draw PPP Loan is disbursed, will have used the full loan amount (including any increase) of the First Draw Paycheck Protection Program Loan only for eligible expenses; (4) the funds will be used to retain workers and maintain payroll, or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures. ☐ Yes ☐ No
- The Applicant has certified to the Lender that it has realized a reduction in gross receipts in excess of 25% relative to the relevant comparison time period. For loans greater than \$150,000 (or if the loan is \$150,000 or less and the Applicant provides documentation of revenue reduction with its application), the Applicant has provided documentation to the Lender substantiating the decline in gross receipts and the Lender has confirmed the dollar amount and percentage of the Applicant's decline in gross receipts by performing a good faith review, in a reasonable time, of the Applicant's calculations and of the gross receipts documentation provided by the Applicant. For loans of \$150,000 or less that have not provided documentation, the Applicant has certified to the Lender that it will provide documentation substantiating the decline in gross receipts upon or before seeking loan forgiveness or upon SBA request. ☐ Yes ☐ No
- The Applicant has certified to the Lender that the Applicant, together with its affiliates (if applicable), (1) is an independent contractor, self-employed individual, or sole proprietor with no employees; (2) employs no more than 300 employees; (3) if NAICS 72, employs no more than 300 employees per physical location; or (4) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 300 employees per location. ☐ Yes ☐ No
- The Applicant has certified to the Lender that (1) it has not and will not receive a Shuttered Venue Operator grant from SBA; (2) the President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act; (3) the Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f); (4) the Applicant is not a business concern or entity (a) for which an entity created in or organized under the laws of the People's Republic of China or the Special Administrative Region of Hong Kong, or that has significant operations in the People's Republic of China or the Special Administrative Region of Hong Kong, owns or holds, directly or indirectly, not less than 20 percent of the economic interest of the business concern or entity, including as equity shares or a capital or profit interest in a limited liability company or partnership; or (b) that retains, as a member of the board of directors of the business concern, a person who is a resident of the People's Republic of China; (5) the Applicant is not required to submit a registration statement under section 2 of the Foreign Agents Registration Act of 1938 (22 U.S.C. 612); and (6) the Applicant is not a business concern or entity primarily engaged in political or lobbying activities, including any entity that is organized for research or for engaging in advocacy in areas such as public policy or political strategy or otherwise describes itself as a think tank in any public documents. ☐ Yes ☐ No
- The Applicant has certified to the Lender that the Applicant has not and will not receive another Second Draw Paycheck Protection Program Loan. ☐ Yes ☐ No

F. Applicant Certification of Eligibility *(If not true, the loan cannot be approved)*

- The Applicant has certified to the Lender that the Applicant is eligible under the Paycheck Protection Program Rules. ☐ True

G. Franchise/License/Jobber/Membership or Similar Agreement *(If a franchise and not listed in the SBA Franchise Directory, the loan cannot be approved)*

- The Applicant has represented to the Lender that it is a franchise. ☐ Yes ☐ No
- The Applicant has represented that the franchise is listed in SBA's Franchise Directory. ☐ Yes ☐ No
- If Yes, enter the SBA Franchise Identifier Code here: _____

H. Character Determination *(If no, the loan cannot be approved)*

- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant is presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction. ☐ Yes ☐ No
- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant has within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year for any other felony: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment). ☐ Yes ☐ No

I. Prior Loss to Government/Delinquent Federal Debt <i>(If no, the loan cannot be approved)</i>		
• The Applicant has certified to the Lender that neither the Applicant nor any owner is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• The Applicant has certified to the Lender that neither the Applicant nor any of its owners, nor any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent or (b) has defaulted in the last 7 years and caused a loss to the government.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
J. U.S. Employees <i>(If no, the loan cannot be approved)</i>		
• The Applicant has certified that the principal place of residence for all employees included in the Applicant's payroll calculation is the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
K. Fees <i>(If yes, Lender may not pass any agent fee through to the Applicant or offset or pay the fee with the proceeds of this loan)</i>		
• Has the Lender directly contracted with a third party to assist in the preparation of the loan application or application materials, or to perform other services in connection with this loan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SBA Certification to Financial Institution under Right to Financial Privacy Act (12 U.S.C. 3401)

By signing SBA Form 2483-SD, Borrower Application Form in connection with this application for an SBA-guaranteed loan, the Applicant certifies that it has read the Statements Required by Law and Executive Orders, which is attached to Form 2483-SD. As such, SBA certifies that it has complied with the applicable provisions of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) and, pursuant to that Act, no further certification is required for subsequent access by SBA to financial records of the Applicant/Borrower during the term of the loan guaranty.

Lender Certification

On behalf of the Lender, I certify that:

- The Lender has complied with the applicable lender obligations set forth in paragraphs (h)(2)(i)(A)-(D) of the interim final rule "Paycheck Protection Program Second Draw Loans" (issued on January 6, 2021), and any amendments thereto.
- The Lender has obtained and reviewed the required application (including documents demonstrating qualifying payroll amounts and, if required, qualifying gross receipts reduction) of the Applicant and will retain copies of such documents in the Applicant's loan file.
- The Lender will register in sam.gov no later than thirty (30) days from the date of the first disbursement of a First Draw PPP Loan or Second Draw PPP Loan made by the Lender after January 7, 2021 and will provide SBA with the Lender's unique entity identifier.

I certify that:

- Neither the undersigned Authorized Lender Official, nor such individual's spouse or children, has a financial interest in the Applicant.

Authorized Lender Official: _____
Signature

Date: _____

Type or Print Name: _____

Title: _____

NOTE: According to the Paperwork Reduction Act, you are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated burden for completing this form, including time for reviewing instructions, gathering data needed, and completing and reviewing the form is 25 minutes per response. Comments or questions on the burden estimates should be sent to U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Rm. 10202, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**



Paycheck Protection Program
Lender's Application - Paycheck Protection Program Loan Guaranty
Revised January 8, 2021

OMB Control No.: 3245-0407
Expiration Date: 7/31/2021

The purpose of this form is to collect identifying information about the Lender, the Applicant, the loan guaranty request, sources and uses of funds, the proposed structure (which includes pricing and the loan term), and compliance with SBA Loan Program Requirements. This form reflects the data fields that will be collected electronically from lenders; no paper version of this form is required or permitted to be submitted. As used in this application, "Paycheck Protection Program Rules" refers to the rules in effect at the time you submit this application that have been issued by the Small Business Administration (SBA) and the Department of the Treasury implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act.

Instructions for Lenders

All Paycheck Protection Program (PPP) loans are processed by all Lenders under delegated authority from SBA. This application must be submitted and signed electronically in accordance with program requirements, and the information requested is to be retained in the Lender's loan file.

A. Lender Information							
Lender Name: _____				Lender Location ID: _____			
Address: _____		City: _____		St: _____		Zip: _____	
Lender Contact: _____		Ph: _____		Cell or Ext: _____			
Contact Email: _____				Title: _____			

B. Applicant Information <i>(All Applicant Ownership information provided by the Applicant on SBA Form 2483 must also be submitted electronically)</i>							
Applicant	Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor						
	Self-employed individual <input type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(6) organization						
	<input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Housing cooperative <input type="checkbox"/> Tribal business <input type="checkbox"/> Other						
	Applicant Legal Name: _____				NAICS Code: _____		
	DBA or Tradename (if applicable): _____				Business Tax ID: _____		
	Year of Establishment (if applicable): _____				Number of Employees: _____		
	Applicant Size Standard (including affiliates, if applicable) (check one):				<input type="checkbox"/> No more than 500 employees (or 300 employees, if applicable)		
					<input type="checkbox"/> SBA industry size standards		
				<input type="checkbox"/> SBA alternative size standard			
Applicant Street Address (no P.O. Box Addresses allowed): _____				City, State, Zip: _____			
Applicant Primary Contact: _____				Phone: _____			

C. Loan Structure Information							
Amount of Loan Request: \$ _____		Guarantee %: 100%		Loan Term in # of Months: 60		Payment: Deferred	
Applicant must provide documentation to Lender supporting how the loan amount was calculated in accordance with the Paycheck Protection Program Rules and Lender must retain all such supporting documentation in Lender's file.							
Interest Rate: 1%		(calculated on a non-compounding, non-adjustable basis)					

D. Loan Amount Information	
Average Monthly Payroll multiplied by 2.5	\$ _____
Refinance of Eligible Economic Injury Disaster Loan (EIDL) (Do Not Include Any EIDL Advance (see Paycheck Protection Program Rules))	\$ _____
Total	\$ _____

E. General Eligibility *(If the answer is no to any, the loan cannot be approved)*

- The Applicant has certified to the Lender that (1) it was in operation on February 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC; (2) current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant; (3) the funds will be used to retain workers and maintain payroll, or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures; and (4) the Applicant has not and will not receive another loan under the Paycheck Protection Program, section 7(a)(36) of the Small Business Act (15 U.S.C. 636(a)(36)) (this does not include Paycheck Protection Program second draw loans, section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37))). ☐ Yes ☐ No
- The Applicant has certified to the Lender that the Applicant, together with its affiliates (if applicable), (1) is an independent contractor, self-employed individual, or sole proprietor with no employees; (2) if not a housing cooperative, eligible 501(c)(6) organization, or eligible destination marketing organization, employs no more than the greater of 500 employees or, if applicable, meets the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry; (3) if a housing cooperative, eligible 501(c)(6) organization, or eligible destination marketing organization, employs no more than 300 employees; (4) if NAICS 72, employs no more than 500 employees per physical location; (5) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 500 employees (or, if applicable, the size standard in number of employees established by SBA in 13 C.F.R. 121.201 for the Applicant's industry) per location; or (6) is a small business under the applicable revenue-based size standard established by SBA in 13 C.F.R. 121.201 for the Applicant's industry or under the SBA alternative size standard. ☐ Yes ☐ No
- The Applicant has certified to the Lender that (1) it has not and will not receive a Shuttered Venue Operator grant from SBA; (2) the President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings provided in Section 322 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act; and (3) the Applicant is not an issuer, the securities of which are listed on an exchange registered as a national securities exchange under section 6 of the Securities Exchange Act of 1934 (15 U.S.C. 78f). ☐ Yes ☐ No

F. Applicant Certification of Eligibility *(If not true, the loan cannot be approved)*

- The Applicant has certified to the Lender that the Applicant is eligible under the Paycheck Protection Program Rules. ☐ True

G. Franchise/License/Jobber/Membership or Similar Agreement *(If a franchise and not listed in the SBA Franchise Directory, the loan cannot be approved)*

- The Applicant has represented to the Lender that it is a franchise. ☐ Yes ☐ No
- The Applicant has represented that the franchise is listed in SBA's Franchise Directory. ☐ Yes ☐ No
- If Yes, enter the SBA Franchise Identifier Code here: _____

H. Character Determination *(If no, the loan cannot be approved)*

- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant is presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction. ☐ Yes ☐ No
- The Applicant has represented to the Lender that neither the Applicant (if an individual) nor any individual owning 20% or more of the equity of the Applicant has within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year for any other felony: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment). ☐ Yes ☐ No

I. Prior Loss to Government/Delinquent Federal Debt *(If no, the loan cannot be approved)*

- The Applicant has certified to the Lender that neither the Applicant nor any owner is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy. ☐ Yes ☐ No
- The Applicant has certified to the Lender that neither the Applicant nor any of its owners, nor any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent, or (b) has defaulted in the last 7 years and caused a loss to the government. ☐ Yes ☐ No

J. U.S. Employees *(If no, the loan cannot be approved)*

- The Applicant has certified that the principal place of residence for all employees included in the Applicant's payroll calculation is the United States. ☐ Yes ☐ No

K. Fees *(If yes, Lender may not pass any agent fee through to the Applicant or offset or pay the fee with the proceeds of this loan)*

- Has the Lender directly contracted with a third party to assist in the preparation of the loan application or application materials, or to perform other services in connection with this loan? ☐ Yes ☐ No

SBA Certification to Financial Institution under Right to Financial Privacy Act (12 U.S.C. 3401)

By signing SBA Form 2483, Borrower Application Form in connection with this application for an SBA-guaranteed loan, the Applicant certifies that it has read the Statements Required by Law and Executive Orders, which is attached to Form 2483. As such, SBA certifies that it has complied with the applicable provisions of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) and, pursuant to that Act, no further certification is required for subsequent access by SBA to financial records of the Applicant/Borrower during the term of the loan guaranty.

Lender Certification

On behalf of the Lender, I certify that:

- The Lender has complied with the applicable lender obligations set forth in paragraphs C.3.a.-c. of the interim final rule "Paycheck Protection Program as Amended by Economic Aid Act" (issued on January 6, 2021), and any amendments thereto.
- The Lender has obtained and reviewed the required application (including documents demonstrating qualifying payroll amounts) of the Applicant and will retain copies of such documents in the Applicant's loan file.
- The Lender will register in sam.gov no later than thirty (30) days from the date of the first disbursement of a PPP loan made by the Lender after January 7, 2021 and will provide SBA with the Lender's unique entity identifier.

I certify that:

- Neither the undersigned Authorized Lender Official, nor such individual's spouse or children, has a financial interest in the Applicant.

Authorized Lender Official: _____
Signature

Date: _____

Type or Print Name: _____

Title: _____

NOTE: According to the Paperwork Reduction Act, you are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated burden for completing this form, including time for reviewing instructions, gathering data needed, and completing and reviewing the form is 25 minutes per response. Comments or questions on the burden estimates should be sent to U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Rm. 10202, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

PAYCHECK PROTECTION PROGRAM FIRST DRAW LOANS

SBA is reopening the Paycheck Protection Program (PPP) for First Draw Loans the week of January 11, 2021. First Draw PPP Loans can be used to help fund payroll costs, including benefits. Funds can also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020, and certain supplier costs and expenses for operations.

Full Forgiveness Terms

First Draw PPP Loans made to eligible borrowers qualify for full loan forgiveness if during the 8- to 24-week covered period following loan disbursement:

- Employee and compensation levels are maintained;
- The loan proceeds are spent on payroll costs and other eligible expenses; and
- At least 60 percent of the proceeds are spent on payroll costs.

Who Can Apply

Eligible small entities, that together with their affiliates (if applicable), have 500 or fewer employees—including nonprofits, veterans organizations, tribal concerns, self-employed individuals, sole proprietorships, and independent contractors—can apply. Entities with more than 500 employees in certain industries that meet SBA's alternative size standard or SBA's size standards for those particular industries can also apply.¹

Reapplying and Loan Increases

Existing PPP borrowers that did not receive loan forgiveness by December 27, 2020 may: (1) reapply for a First Draw PPP Loan if they previously returned some or all of their First Draw PPP Loan funds, or (2) under certain circumstances, request to modify their First Draw PPP Loan amount if they previously did not accept the full amount for which they are eligible.

How and When to Apply

Borrowers can apply for a First Draw PPP Loan until March 31, 2021, through any existing SBA 7(a) lender or through any federally insured depository institution, federally insured credit union, eligible non-bank lender, or Farm Credit System institution that is participating in PPP. All new First Draw PPP Loans will have the same terms regardless of lender or borrower. A list of participating lenders as well as additional information and full terms can be found [HERE](#).

Ensuring Access for All

SBA continues to call upon its lending partners, including Community Development Financial Institutions (CDFIs) and Minority Depository Institutions (MDIs), to redouble their efforts to assist eligible borrowers in underserved and disadvantaged communities. At least \$15 billion is being set aside for First Draw PPP loans to eligible borrowers with a maximum of 10 employees or for loans of \$250,000 or less to eligible borrowers in low- or moderate-income neighborhoods. To promote access for smaller lenders and their customers, SBA will initially only accept loan applications from community financial institutions starting on January 11, 2021. The PPP will open to all participating lenders shortly thereafter.

Visit www.sba.gov or www.treasury.gov for more information and details, including the comprehensive program rules.

¹ Also eligible to apply for First Draw PPP Loans are businesses with a NAICS Code that begins with 72 (Accommodation and Food Services sector) or eligible news organizations with no more than 500 employees per physical location, as well as housing cooperatives, 501(c)(6) organizations, or destination marketing organizations with no more than 300 employees.

PAYCHECK PROTECTION PROGRAM SECOND DRAW LOANS

The Paycheck Protection Program (PPP) now allows certain eligible borrowers that previously received a PPP loan to apply for a Second Draw PPP Loan with the same general loan terms as their First Draw PPP Loan. Second Draw PPP Loans can be used to help fund payroll costs, including benefits. Funds can also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020, and certain supplier costs and expenses for operations.

Full Forgiveness Terms

Second Draw PPP Loans made to eligible borrowers qualify for full loan forgiveness if during the 8- to 24-week covered period following loan disbursement:

- Employee and compensation levels are maintained in the same manner as required for the First Draw PPP loan;
- The loan proceeds are spent on payroll costs and other eligible expenses; and
- At least 60 percent of the proceeds are spent on payroll costs.

Targeted Eligibility

A borrower is generally eligible for a Second Draw PPP Loan if the borrower:

- Previously received a First Draw PPP Loan and will or has used the full amount only for authorized uses;
- Has no more than 300 employees; and
- Can demonstrate at least a 25% reduction in gross receipts between comparable quarters in 2019 and 2020.

Maximum Loan Amount and

Increased Assistance for Accommodation and Food Services Businesses

For most borrowers, the maximum loan amount of a Second Draw PPP Loan is 2.5x average monthly 2019 or 2020 payroll costs up to \$2 million. For borrowers in the Accommodation and Food Services sector (click [HERE](#) for NAICS 72 to confirm), the maximum loan amount for a Second Draw PPP Loan is 3.5x average monthly 2019 or 2020 payroll costs up to \$2 million.

How and When to Apply

Borrowers can apply for a Second Draw PPP Loan until March 31, 2021, through any existing SBA 7(a) lender or through any federally insured depository institution, federally insured credit union, eligible non-bank lender, or Farm Credit System institution that is participating in PPP. All Second Draw PPP Loans will have the same terms regardless of lender or borrower. A list of participating lenders as well as additional information and full terms can be found [HERE](#).

Ensuring Access for All

SBA continues to call upon its lending partners, including Community Development Financial Institutions (CDFIs) and Minority Depository Institutions (MDIs), to redouble their efforts to assist eligible borrowers in underserved and disadvantaged communities. At least \$25 billion is being set aside for Second Draw PPP Loans to eligible borrowers with a maximum of 10 employees or for loans of \$250,000 or less to eligible borrowers in low- or moderate-income neighborhoods. To promote access for smaller lenders and their customers, SBA will initially only accept Second Draw PPP Loan applications from community financial institutions starting on January 13, 2021. The PPP will open to all participating lenders for Second Draw PPP Loans shortly thereafter.

Visit www.sba.gov or www.treasury.gov for more information and details, including the comprehensive program rules.



The Small Business Owner's Guide to COVID-19 Relief Legislation

The programs and initiatives in the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, which was passed by Congress in March 2020, along with subsequent end-of-year COVID-19 relief legislation passed in December 2020, are intended to assist small business owners and non-profits with whatever needs they have right now. This guide provides information about the major programs and initiatives that are either already or will soon be available from the Small Business Administration (SBA) to address these needs, as well as some additional tax provisions that are outside the scope of SBA.

To keep up to date on when these programs become available, please stay in contact with your local SBA District Office, which you can locate [here](#).

Struggling to get started? The following questions might help point you in the right direction. **Please note that many of these resources are now updated with new information to reflect the changes made in the bipartisan emergency COVID-19 relief legislation passed in December 2020.** Do you need:

- **Capital to cover the cost of retaining employees?** Then the [Paycheck Protection Program](#) might be right for you.
- **Assistance for a shuttered venue or related business?** The new [Shuttered Venue Operator grant program](#) may be a good fit for you.
- **A quick infusion of a smaller amount of cash to cover you right now?** You might want to look into an [SBA EIDL Advance Grant](#).
- **To ease your fears about keeping up with payments on your current or potential SBA loan?** The [Small Business Debt Relief Program](#) could help.
- **Just some quality, free counseling to help you navigate this uncertain economic time?** These [resource partners](#) might be your best bet.

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Paycheck Protection Program (PPP) Loans

The program provides small businesses and other entities harmed by COVID-19 with resources to maintain their payroll, hire back employees, and cover certain overhead costs through 100 percent federally guaranteed loans. If employers meet all employee retention criteria and funds are used for eligible expenses, the loans will be forgiven, which will help workers remain employed or get back to work, as well as help affected small businesses and our economy snap-back quicker after the pandemic.

PPP has a host of attractive features: loan forgiveness if certain criteria are met, no SBA fees, and one-percent interest rates for any amounts not forgiven. Additionally, Congress expanded the allowable uses of loan proceeds. Borrowers not only may cover costs such as payroll, utilities, rent and mortgage interest, but also costs ranging from essential supplier costs to worker protective equipment and adaptive investments to help a loan recipient comply with federal health and safety guidelines.

NEW: Eligible entities may now take out a second PPP loan of up to \$2 million so long as they meet all eligibility criteria. Details on second PPP loan eligibility and terms begin on [page 7](#). **First and second PPP loans are available through March 31, 2021.**

FREQUENTLY ASKED QUESTIONS

Question: What types of businesses and entities are eligible for an initial PPP loan?

Answer:

- Businesses and entities must have been in operation on February 15, 2020.
- Small business concerns, as well as any business concern, a 501(c)(3) non-profit organization, a 501(c)(19) veterans organization, small agricultural cooperative, or Tribal business concern described in section 31(b)(2)(C) that has fewer than 500 employees, or the applicable [size standard](#) for the North American Industry Classification System (NAICS) industry as provided by SBA, if higher.
- Individuals who operate a sole proprietorship or as an independent contractor and eligible self-employed individuals.
- Any business concern that employs not more than 500 employees per physical location of the business concern and that is assigned a NAICS code beginning with 72, for which the affiliation rules are waived.
- Affiliation rules are also waived for any business concern operating as a franchise that is assigned a franchise identifier code by the Administration, and any company that receives funding through a Small Business Investment Company.
- **NEW:** Seasonal employers are defined as those who (1) operate for no more than seven months in a year, or (2) earned no more than 1/3 of their gross receipts in any six months in the prior calendar year.
- **NEW:** Housing Cooperatives, as defined in section 216(b) of the Internal Revenue Code of 1986, which employ no more than 300 employees.

- **NEW:** Affiliation rules are waived for certain newspapers, TV and radio broadcasters, and non-profit public broadcasters. FCC broadcast station license holders, newspapers, non-profit or tax-exempt private and public colleges and universities that have a public broadcasting station are eligible if:
 - The organization has no more than 500 employees per physical location or the applicable SBA size standard; and
 - The organization certifies that the loan will support locally focused or emergency information.
- **NEW:** Destination Marketing Organizations and organizations exempt under 501(c)(6) of the Internal Revenue Code are eligible if:
 - The organization does not receive more than 15 percent of receipts from lobbying;
 - The lobbying activities do not comprise more than 15 percent of activities;
 - The cost of lobbying activities of the organization did not exceed \$1,000,000 during the most recent tax year that ended prior to February 15, 2020; and
 - The organization has 300 or fewer employees.
 - 501(c)(6) organizations are not eligible if they are a professional sports league or organization with the purpose of promoting or participating in a political campaign or other political activities.
 - The Destination Marketing Organization must be exempt under section 501(c) of the Internal Revenue Code, or is a quasi-government entity or a political subdivision of a state or local government, including any instrumentality of those entities.

QUESTION: What are affiliation rules?

Answer: Affiliation rules become important when SBA is deciding whether a business's affiliations preclude them from being considered "small." Generally, affiliation exists when one business controls or has the power to control another or when a third party (or parties) controls or has the power to control both businesses. Please see [this resource](#) for more on these rules and how they can impact your business's eligibility.

QUESTION: What types of non-profits are eligible?

Answer: In general, 501(c)(3), 501(c)6, 501(c)(19) organizations, as well as certain 501(c)12 and certain non-profit public broadcasters, are eligible if they meet the applicable size standard.

QUESTION: How is the loan size determined?

Answer: Depending on your business's situation, the loan size will be calculated in different ways. More detailed information can be found on SBA's website. For initial PPP loans, the maximum loan size is always **\$10 million**.

In general, your maximum loan amount is equal to 250 percent of your average monthly payroll costs calculated from calendar years 2019 or 2020. Borrowers who are not self-employed (including sole proprietorships and independent contractors) are permitted to use the precise 1-year period before the date on which the loan is made to calculate payroll costs if they choose not to use 2019 or 2020.

Additionally:

- **If you took out an Economic Injury Disaster Loan (EIDL) between January 31, 2020 and April 3, 2020** and you want to refinance that loan into a PPP loan, you would add the outstanding EIDL loan amount on top of your payroll calculation to calculate your PPP maximum loan amount (applicants should exclude the amount of any EIDL Advance, since it does not need to be repaid).
- **NEW:** If you are a **seasonal business**, as defined above, your max loan amount is equal to 250 percent of your average monthly payroll costs based on a selected 12-week period between February 15, 2019 and February 15, 2020.
- **NEW:** If you are a **farmer or rancher** who operates as a sole proprietor, independent contractor, self-employed individual, reports income and expenses on a Schedule F, and were in business as of February 15, 2020, you may utilize your gross income in 2019 or 2020 as reported on a Schedule F to calculate your PPP loan. A farmer or rancher who received a PPP loan before December 27, 2020 may request a recalculation of the maximum loan amount based on the new formula regarding gross income, if doing so would result in a larger covered loan.
- **NEW:** If your loan calculation has increased due to changes in SBA/Treasury regulations, you may work with your lender to modify your loan regardless if it has been fully disbursed or if Form 1502 (lender reporting form) has already been submitted. If you have returned all or part of your PPP, or did not accept the full amount, you may be able to reapply for the maximum amount applicable.

QUESTION: What costs are eligible for payroll?

Answer:

- Compensation (salary, wage, commission, or similar compensation, payment of cash tip or equivalent)
- Payment for vacation, parental, family, medical, or sick leave
- Allowance for dismissal or separation
- Payment required for the provisions of group health care benefits, including insurance premiums
- Payment of any retirement benefit
- Payment of State or local tax assessed on the compensation of employees
- **NEW:** Employer-provided group insurance benefits, such as group life, disability, vision, or dental insurance. This provision applies to PPP loans made before, on, or after the December 2020 changes to the law, including forgiveness of the loan.

QUESTION: What costs are not eligible for payroll?

Answer:

- Employee/owner compensation over \$100,000, as prorated on an annualized basis
- Taxes imposed or withheld under chapters 21, 22, and 24 of the IRS code
- Compensation of employees whose principal place of residence is outside of the U.S.
- Qualified sick and family leave for which a credit is allowed under sections 7001 and

QUESTION: What are allowable uses of loan proceeds?

Answer:

- Payroll costs (as defined above)
- Payments of interest on any mortgage obligation (which shall not include any prepayment of or payment of principal on a mortgage obligation)
- Rent (including rent under a lease agreement)
- Utilities
- Interest on any other debt obligations that were incurred before February 15, 2020
- **NEW: Covered operations expenditures.** Payment for any software or cloud computing service that facilitates business operations, tracking of payroll expenses, inventory, or other human resources and accounting needs.
- **NEW: Covered property damage costs.** Costs related to property damage due to public disturbances that occurred during 2020 that are not covered by insurance.
- **NEW: Covered supplier costs.** Supplier expenditures pursuant to a contract, purchase order, or order for goods in effect prior to taking out the loan that are essential to the recipient's operations at the time at which the expenditure was made. Supplier costs of perishable goods can be made before or during the life of the loan.
- **NEW: Covered worker protection expenditure.** Personal protective equipment and adaptive investments to help a loan recipient comply with federal health and safety guidelines or any equivalent State and local guidance related to COVID-19 during the period between March 1, 2020, and the end of the national emergency declaration.

QUESTION: What uses are not allowable with loan proceeds?

Answer:

Any lobbying activities, as defined by the Lobbying Disclosure Act, lobbying expenditures related to state or local campaigns, and expenditures to influence the enactment of legislation, appropriations, or regulations, are ineligible uses of PPP loans in all cases, whether the loan is forgiven or not.

QUESTION: How is the forgiveness amount determined?

Answer:

You may receive loan forgiveness equal to the sum of your payroll costs, as well as covered mortgage, rent, and utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures incurred during the covered period.

NEW: The borrower may choose a covered period between 8 and 24 weeks after the loan is issued.

To receive full loan forgiveness, you must use at least 60 percent of the PPP loan for payroll costs, as defined above, and not more than 40 percent of the loan forgiveness amount on nonpayroll costs. You must also maintain employee and compensation levels, excluding compensation over \$100,000. More information on forgiveness, including certain exceptions to the retention criteria, is found on the SBA website.

QUESTION: What are the loan term, interest rate, and fees?

Answer: To keep up to date on loan terms, visit SBA's PPP portal, [here](#).

- PPP loans have an interest rate of one percent.
- Loans issued after June 5, 2020 have a maturity of 5 years. Loans issued prior to June 5, 2020 have a maturity of 2 years, unless the lender and borrower mutually agree to modify the loan to reflect the longer maturity date.
- Loan payments will be deferred for borrowers who apply for loan forgiveness until SBA remits the borrower's loan forgiveness amount to the lender. If a borrower does not apply for loan forgiveness, payments are deferred 10 months after the end of the covered period for the borrower's loan forgiveness that is between 8 and 24 weeks after disbursement.
- No collateral or personal guarantees are required.
- Neither the government nor lenders will charge small businesses any fees.

QUESTION: How do I apply for a PPP loan?

Answer: All current SBA 7(a) lenders (see more about [7\(a\) here](#)) are eligible lenders for PPP. The Department of Treasury is in charge of authorizing new lenders, including non-bank lenders, to help meet the needs of small business owners. A more expansive list of eligible lenders by state can be found [here](#).

NEW: Farm Credit System Institutions are now eligible to issue PPP loans.

QUESTION: How do I apply for forgiveness?

Answer: You may apply for forgiveness once you have used all loan proceeds for which you are requesting forgiveness. If you do not apply for forgiveness within 10 months after the last day of the covered period, then PPP loan payments are no longer deferred and you will begin making loan payments to your PPP lender.

If your loan is more than \$150,000, contact your lender and complete the correct form, compile the required documentation, including payroll and nonpayroll documentation, and submit all of this to your lender.

If your loan is \$50,000 or less, SBA has a simplified form that requires no documentation and provides a waiver from reductions in jobs and salaries. Contact your lender for the correct form.

NEW: If your loan is between \$50,000 and \$150,000, there is a simplified forgiveness process. Your loan can be forgiven if you sign and submit to your lender a one-page certification attesting that you accurately provided the required certification and complied with PPP loan requirements. The SBA will establish this form for you to sign which will require that you provide:

- A description of the number of employees you were able to retain because of the covered loan;
- The estimated total amount of the loan spent on both payroll costs; and
- The total loan amount.

Additionally, while no documentation is required to apply for simplified forgiveness, borrowers are required to retain relevant records related to employment for four years and other records for three years. Check with your lender for more details.

QUESTION: How does a PPP loan coordinate with SBA's existing loans?

Answer: Borrowers may apply for PPP loans and other SBA financial assistance, including Economic Injury Disaster Loans (EIDLs), 7(a) loans, 504 loans, and microloans, and also receive investment capital from Small Business Investment Corporations (SBICs). However, you cannot use your PPP loan for the same purpose as your other SBA loan(s). For example, if you use your PPP to cover payroll for the covered period, you cannot use a different SBA loan product for payroll for those same costs in that period, although you could use it for payroll costs not incurred during that period or for different workers.

QUESTION: How does the PPP loan work with the Economic Injury Disaster Loan (EIDL) Advances, the Small Business Debt Relief program, and the Shuttered Venue Grant program?

Answer: Entities that receive a grant under the [Shuttered Venue Grant program](#) are prohibited from obtaining a PPP loan. However, if you received a PPP prior to December 27, 2020, you remain eligible for PPP forgiveness and you may still apply for a Shuttered Venue Grant.

EIDL recipients and those who receive loan payment relief through [the Small Business Debt Relief Program](#) may apply for and take out a PPP loan as long as there is no duplication in the uses of funds. Debt Relief will not apply to PPP loan payments. Refer to those sections for more information.

NEW: PPP borrowers are no longer required to deduct the amount of their EIDL advance from their PPP forgiveness amount.

QUESTION: Can I take out a second PPP loan?

Answer: **NEW:** You may be eligible to take out a second PPP loan of up to \$2 million if you are a business, eligible non-profit organization, housing cooperative, veterans' organization, tribal business, self-employed individual, sole proprietor, independent contractor, small agricultural co-operative, eligible destination marketing organization, or eligible news organization that:

- Employs not more than 300 employees;
- Has used or will use the full amount of its first PPP; and
- Has experienced at least a 25 percent revenue reduction in 2020 relative to 2019.

Check with your lender to confirm your eligibility.

QUESTION: How is the second PPP loan size determined?

Answer: In general, similar to the initial PPP loan, you may receive a loan of up to 250 percent of your average monthly payroll costs as calculated based on calendar years 2019 or 2020, or in some cases, the 1-year prior to the loan. The maximum loan amount for second draw PPP loans is **\$2 million**.

As with initial PPP loans, seasonal employers may calculate their maximum loan amount based on a 12-week period between February 15, 2019 and February 15, 2020.

FAQ's continue on the next page!

NEW: Entities in industries assigned to NAICS code 72 (Accommodation and Food Services) may receive second draw loans of up to 350 percent of the average monthly payroll costs.

QUESTION: Is my second PPP loan similar to my first?

Answer: Many of the terms and processes for the initial PPP loans will remain the same for second draw PPP loans. For second draw PPP loans:

- Neither the government nor lenders will charge small businesses any fees.
- The guarantee percentage is 100 percent.
- No collateral or personal guarantees will be required.
- The maturity is five years.
- The interest rate is one percent.
- Waivers of affiliation rules that applied during initial PPP loans apply to a second loan.
- Businesses with multiple locations that are eligible entities under the initial PPP requirements may employ not more than 300 employees per physical location.
- Borrowers of a PPP second draw loan would be eligible for loan forgiveness equal to the sum of their payroll costs, as well as covered mortgage, rent, and utility payments, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures incurred during the covered period. The 60/40 cost allocation between payroll and non-payroll costs in order to receive full forgiveness will continue to apply.

Contact your lender to apply for a second draw PPP loan.

QUESTION: What are the documentation requirements when applying for a second draw PPP loan?

Answer: The documentation required to substantiate an applicant's payroll cost calculations is generally the same as documentation required for first draw PPP Loans. However, no additional documentation to substantiate payroll costs is required if you use calendar year 2019 to determine both the first and second draw loan amounts (instead of calendar year 2020) and use the same lender for both loans. However, the lender may request additional documentation if necessary.

If your loan is greater than \$150,000, you must also submit documentation to establish a 25 percent or greater revenue reduction in 2020 relative to 2019. Such documentation may include relevant tax forms or quarterly financial or bank statements. Check with your lender for more information.

If your loan is \$150,000 or less, such documentation to establish the revenue decline is not required during the application process, but must be submitted on or before the date you apply for forgiveness. If you do not submit an application for loan forgiveness, such documentation must be provided upon SBA's request. Check with your lender for more information.

Small Business Debt Relief Program

Established by the *CARES Act*, this program provides immediate relief to small businesses with non-disaster SBA loans, in particular 7(a), 504, and microloans. Under it, the SBA pays 6 months of principal, interest, and any associated fees that borrowers owe for all current 7(a), 504, and Microloans in regular servicing status as well as new 7(a), 504, and Microloans disbursed prior to September 27, 2020.

NEW: Borrowers who received relief for six months under the *CARES Act* will have SBA resume payments of payment and interest (P&I) for an additional three months beginning in February 2021. Going forward, those payments will be capped at \$9,000 per borrower per month. After that three-month period, the hardest-hit and smallest borrowers will be eligible to receive an additional five months of relief, also capped at \$9,000 per borrower per month. SBA payments of P&I on the first 6 months of newly approved loans will resume for all loans approved between February 1 and September 30, 2021, capped at \$9,000 per month.

FREQUENTLY ASKED QUESTIONS

QUESTION: Which SBA loans are eligible for debt relief under this program?

Answer: 7(a) loans not made under the Paycheck Protection Program (PPP), 504 loans, and microloans. Disaster loans are not eligible (see [page 11](#) for more information on these).

QUESTION: How does debt relief under this program work with a PPP loan?

Answer: Borrowers may separately apply for and take out a PPP loan, but debt relief under this program will not apply to a PPP loan.

QUESTION: How do I know if I'm eligible for a 7(a), 504, or microloan?

Answer: In general, businesses must meet [size standards](#), be based in the U.S., be able to repay, and have a sound business purpose. To check whether your business is considered small, you will need your business's 6-digit North American Industry Classification System (NAICS) code and 3-year average annual revenue. Each program has different requirements, see <https://www.sba.gov/funding-programs/loans> for more details.

QUESTION: What is a 7(a) loan and how do I apply?

Answer: 7(a) loans are an affordable loan product of up to \$5 million for borrowers who lack credit elsewhere and need access to versatile financing, providing short-term or long-term working capital and to purchase an existing business, refinance current business debt, or purchase furniture, fixtures and supplies. In the program, banks share a portion of the risk of the loan with SBA. There are many different types of 7(a) loans, you can visit [this site](#) to find the one that's best for you. You can apply for a 7(a) loan with a bank or a mission-based lender. SBA has a free referral service tool called [Lender Match](#) to help find a lender near you.

QUESTION: What is a 504 loan and how do I apply?

Answer: The [504 Loan Program](#) provides loans of up to \$5.5 million to approved small businesses with long-term, fixed-rate financing used to acquire fixed assets for expansion or modernization. It is a good option if you need to purchase real estate or machinery. You apply through a Certified Development Company, which is a non-profit corporation promoting economic development. SBA has a free referral service tool called [Lender Match](#) to help find a lender near you.

QUESTION:	What is a microloan and how do I apply?
Answer:	The Microloan Program provides loans up to \$50,000 to help small businesses and certain not-for-profit childcare centers to start up and expand. The average microloan is about \$13,000. These loans are delivered through mission-based lenders who are also able to provide business counseling. SBA has a free referral service tool called Lender Match to help find a microlender near you.
QUESTION:	I already have a qualifying SBA loan. Do I need to do anything to access this relief?
Answer:	No, the payments will be provided automatically. Contact your lender with any questions about this debt relief.
QUESTION:	Am I eligible for the additional five months of relief after the initial three-month period?
Answer:	<p>All borrowers with qualifying loans approved by the SBA prior to the <i>CARES Act</i> will receive an additional three months of P&I, starting in February 2021. An additional five months (eight total) of relief is targeted to borrowers with the smallest loans, located in underserved markets, or operating in the hardest-hit sectors. They include:</p> <ul style="list-style-type: none"> • Borrowers with SBA microloans or 7(a) Community Advantage loans; • Borrowers with any 7(a) or 504 loan in the hardest-hit sectors, as measured by the severity of sector-wide job losses since the start of the pandemic, including food service and accommodation; arts, entertainment, and recreation; charter bus and ground transportation; education; and laundry and personal care services. The following two- and three-digit NAICS code categories are covered: 61, 71, 72, 213, 315, 448, 451, 481, 485, 487, 511, 512, 515, 532, and 812. <p>These payments are capped at \$9,000 per borrower per month.</p>
QUESTION:	I am already receiving SBA debt relief on one loan. Can I receive additional SBA debt relief on a second loan?
Answer:	Any business or applicant may only receive payment of P&I for one loan approved after <i>CARES Act</i> enactment. Borrowers receiving relief on one loan approved prior to the <i>CARES Act</i> may still receive P&I payments on one qualifying new loan taken out after the <i>CARES Act</i> .
QUESTION:	I am unfamiliar with SBA loans, can anyone help me apply?
Answer:	Yes, SBA resource partners are available to help guide you through the loan application process. You can find your nearest Small Business Development Center (SBDC) or Women's Business Center here .

Economic Injury Disaster Loans (EIDL) & Advances

The *CARES Act* created the EIDL Advance program to provide emergency grants of up to \$10,000 to small businesses and other eligible entities harmed by COVID-19. To access the advance, eligible entities were to first apply for an EIDL loan and then request the advance. **The advance does not need to be repaid**, and may be used to keep employees on payroll, to pay for sick leave, meet increased production costs due to supply chain disruptions, or pay business obligations, including debts, rent and mortgage payments. EIDL Advance recipients do not have to be approved for an EIDL loan to receive the EIDL Advance.

Due to high demand and limited funding after the passage of the *CARES Act*, the SBA placed limitations on the grant amounts determined by the number of employees indicated on the EIDL application: \$1,000/employee, up to the maximum of \$10,000. On July 11th, 2020, funding for the EIDL Advance program lapsed and Advances were no longer available.

NEW: The end-of-year COVID-19 relief package replenishes the EIDL Advance program, targets the \$10,000 advances to eligible entities in low-income communities, and extends the covered period through December 31, 2021.

FREQUENTLY ASKED QUESTIONS

QUESTION: What is an EIDL and what is it used for?

Answer: EIDLs are lower interest loans of up to \$2 million, with principal and interest deferment at the SBA Administrator's discretion, that are available to pay for expenses that could have been met had the disaster not occurred, including payroll and other operating expenses.

Due to high demand, the SBA has implemented a cap on EIDL loans at \$150,000.

QUESTION: Who is eligible for an EIDL?

Answer: Those eligible are the following with 500 or fewer employees:

- Sole proprietorships, with or without employees
- Independent contractors
- Cooperatives and employee owned businesses
- Agricultural enterprises
- Tribal small businesses

Small business concerns and small agricultural cooperatives that meet the applicable size standard for SBA are also eligible, as well as most private non-profits of **any** size. See [below](#) for more info on size standards.

QUESTION: My private non-profit is not a 501(c)(3). Is it still eligible for an EIDL?

Answer: Yes, if you are a private non-profit with an effective ruling letter from the IRS, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or if you can provide satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.

	<p>However, a recipient that is principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities is not eligible to receive an EIDL. If you are uncertain whether you qualify, please consult with legal counsel to determine whether your organization meets program criteria.</p>
<p>QUESTION: Am I eligible for a Targeted EIDL Advance?</p> <p>Answer:</p>	<p>NEW: The year-end COVID-19 relief legislation provides additional funding for targeted \$10,000 grants through the EIDL Advance program. Those eligible are entities that:</p> <ul style="list-style-type: none"> • Are eligible for an EIDL and apply during the covered period from January 31, 2020 through December 31, 2021; • Are located in a low-income community, as defined by Section 45D(e) of the Internal Revenue Code; • Have suffered an economic loss of greater than 30 percent; and • Employ not more than 300 employees.
<p>QUESTION: What is considered an “economic loss”?</p> <p>Answer:</p>	<p>For purposes of the Targeted EIDL Advance, an “economic loss” is the amount by which your business’ gross receipts declined during an 8-week period between March 2, 2020 and December 31, 2021, relative to a comparable 8-week period immediately preceding March 2, 2020, or during the 2019 calendar year. If you are a seasonal business, the SBA Administrator may determine an appropriate amount to consider an economic loss.</p>
<p>QUESTION: What if I already received an EIDL Advance in an amount less than \$10,000?</p> <p>Answer:</p>	<p>Eligible entities, as defined above, that already received an EIDL Advance under the <i>CARES Act</i> are eligible to receive additional funds equal to the difference of what the entity received under the <i>CARES Act</i> and \$10,000. For example, if you received an EIDL Advance equal to \$1,000, you may be eligible to receive an additional \$9,000 grant.</p> <p>To secure these additional funds, you must submit a request to the SBA Administrator, subject to a verification process.</p>
<p>QUESTION: What if I already applied for an EIDL and did not receive an EIDL Advance?</p> <p>Answer:</p>	<p>If you are an eligible entity that already applied for EIDL and did not receive an EIDL Advance because funding had run out, you may request the \$10,000 Targeted EIDL Advance from SBA.</p>
<p>QUESTION: If I get an EIDL and/or an EIDL Advance, can I get a PPP loan?</p> <p>Answer:</p>	<p>Whether you’ve already received an EIDL unrelated to COVID-19 or you receive a COVID-19 related EIDL and/or EIDL Advance, you may also apply for a PPP loan. However, you cannot use your EIDL for the same purpose as your PPP loan. For example, if you use your EIDL to cover payroll for certain workers in April, you cannot use PPP for payroll for those same workers in April, although you could use it for payroll in March or for different workers in April.</p> <p>NEW: The end-of-year COVID-19 relief package eliminates the requirement that PPP borrowers deduct the amount of the EIDL Advance from their PPP forgiveness amount. This can be retroactively applied to PPP loans before, on or after the December 2020</p>

	changes to the law. The SBA is also directed to issue regulations that allow PPP borrowers who already received forgiveness to be made whole if their EIDL Advance was deducted from their forgiveness amount.
QUESTION:	How do I know if my business is a small business?
Answer:	Please visit https://www.sba.gov/size-standards to find out if your business meets SBA's small business size standards. You will need the 6-digit North American Industry Classification Code for your business and your business's 3-year average annual revenue.
QUESTION:	How do I apply for an economic injury disaster loan?
Answer:	To apply for an EIDL online, please visit https://covid19relief.sba.gov/#/ . Your SBA District Office is an important resource when applying for SBA assistance.
QUESTION:	I am unfamiliar with the EIDL process, can anyone help me apply?
Answer:	Yes, SBA resource partners are available to help guide you through the EIDL application process. You can find the nearest Small Business Development Center (SBDC), Women's Business Center, or SCORE mentorship chapter at https://www.sba.gov/local-assistance/find/ .

Save Our Stages (SOS): Shuttered Venue Operator Grants

NEW: Established by the recent COVID relief legislation, this program will provide relief in the form of grants to live venue operators or promoters who have been significantly adversely affected by the economic effects of the COVID-19 pandemic. The SBA is working to establish and launch this program in the coming days and weeks.

FREQUENTLY ASKED QUESTIONS

QUESTION: What types of businesses and entities are eligible for a Save Our Stages (SOS) Grant?

Answer: Businesses and entities must have been in operation on February 15, 2020 and demonstrate at least a 25% reduction in gross revenues in the first, second, third, or fourth quarters in 2020 as compared to the same quarter in 2019. Eligible entities include:

- Live venue operators or promoters
- Theatrical producers
- Live performing arts organization operators
- Museum operators
- Motion picture theatre operators
- Talent representatives

QUESTION: What is the maximum grant amount that my venue or business can receive?

Answer: The Small Business Administration may award an initial grant of up to \$10 million dollars and, if funding is available, a supplemental grant that is equal to 50% of the initial grant. However, the total amount received by an entity for an initial and supplemental grant may not exceed \$10 million.

QUESTION: How is the grant award amount calculated?

Answer: Grant awards are calculated based on which is the lesser amount of:

- I. The amount equal to 45% of the gross earned revenue during 2019, if in operation on January 1, 2019 (for entities that began operations after January 1, 2019, this amount would be equal to 6x the average monthly gross earned revenue for each full month during 2019); and
- II. \$10,000,000

QUESTION: When will I receive my SOS grant?

Answer: Grants will be awarded based on the amount of financial loss that your operation has experienced:

- In the initial 14-day period of implementation, the Small Business Administration will award grants to eligible entities that have experienced a 90% or greater revenue loss between April 1, 2020 and Dec. 31, 2020, as compared to the same period in 2019.
- In the next 14-day period after the first 14-day period of implementation, the Small Business Administration will award grants to eligible entities that have experienced a 70% or greater revenue loss between April 1, 2020 and Dec. 31, 2020, as compared

to the same period in 2019.

- After these two periods, grants will be awarded to all other eligible entities.

QUESTION: My eligible entity employs less than 50 people full-time. What protections are in place for small operators like me?

Answer:

In the initial 60 days of implementation, the Small Business Administration will set aside \$2 billion nationwide for small entities that employ less than 50 full-time equivalent (FTE) employees. An employee working 30 hours or more per week is one FTE, and an employee working between 10 – 30 hours per week is one-half FTE. After the 60 day period, any remaining funds will be made available to other eligible entities.

QUESTION: What are eligible uses of the Shuttered Venue Operator grant?

Answer:

Eligible uses include:

- payroll costs
- rent or mortgage
- utilities
- payments made to independent contractors, as reported on Form-1099 MISC
- ordinary business expenses such as maintenance, licensing fees, taxes, operating leases, insurance policies, advertising, and production transportation.
- worker protection items, e.g. personal protective equipment

Counseling & Training

If you, like many small business owners, need a business counselor to help guide you through this uncertain time, you can turn to your local Small Business Development Center (SBDC), Women's Business Center (WBC), or SCORE mentorship chapter. These resource partners, and the associations that represent them, have received additional funds to expand their reach and better support small business owners with counseling and up-to-date information regarding COVID-19. To find a local resource partner, visit <https://www.sba.gov/local-assistance/find/>.

In addition, the Minority Business Development Agency's Business Centers (MBDCs), which cater to minority business enterprises of all sizes, have received funding to hire staff and provide programming to help their clients respond to COVID-19. Not every state has a MBDC. To find out if there is one that services your area, visit [this site](#). Another useful tool is the Federal Resources for Small Businesses website that consolidates COVID-19 information and resources across the federal government. Find out more [here](#).

FREQUENTLY ASKED QUESTIONS

QUESTION: Do I have to pay for counseling and training through SBDCs, WBCs, and MBDCs?

Answer: Counseling is free and training is low-cost with these partners. The additional funds that Congress provided will help keep this possible. Mentorship through SCORE is always free.

QUESTION: What is a SBDC?

Answer: SBDCs are a national network of nearly 1,000 centers that are located at leading universities, colleges, state economic development agencies and private partners. They provide counseling and training to new and existing businesses. Each state has a lead center that coordinates services specifically for that state, which you can find by clicking the link above. To find out more about SBDCs, visit <https://americassbdc.org/about-us/>.

QUESTION: What is a WBC; is it only for women?

Answer: WBCs are a national network of more than 100 centers that offer one-on-one counseling, training, networking, workshops, technical assistance and mentoring to entrepreneurs on numerous business development topics. In addition to women, WBCs are mandated to serve the needs of underserved entrepreneurs, including low-income entrepreneurs. They often offer flexible hours to meet the needs of their diverse clientele. To find out more about WBCs, visit <https://www.awbc.org/>.

QUESTION: What is SCORE?

Answer: SCORE provides free, confidential business advice through our volunteer network of 10,000+ business experts. You can meet with a mentor online. Find out more [here](#).

QUESTION: Who do MBDCs serve?

Answer: MBDCs are a good option for minority-owned businesses (including those owned by Black, Hispanic, Asian American/Pacific Islander, and American Indian business owners), especially those seeking to penetrate new markets — domestic & global — and grow in size and scale.

Contracting

If you are a government contractor, there are a number of ways that Congress has provided relief and protection for your business.

The current 9-year limit on a small business's participation in the Small Business Administration's (SBA's) 8(a) Business Development Program is extended to 10 years. Small businesses are eligible for the extension if they were 8(a) certified on or before September 9, 2020—180 days after the Trump administration declared the COVID-19 pandemic a national emergency.

Agencies are able to modify terms and conditions of a contract and to reimburse contractors at a billing rate of up to 40 hours per week of any paid leave, including sick leave until March 31, 2021. The contractors eligible are those whose employees or subcontractors cannot perform work on site and cannot telework due to federal facilities closing because of COVID-19.

If you need additional assistance, please reach out to your [local](#) Small Business Development Center, Women's Business Center, SCORE chapter, or SBA District Office. You should also work with your agency's contracting officer, as well as the agency's Office of Small and Disadvantaged Business Utilization (OSDBU).

Small Business Tax Provisions

Employee Retention Credit for Employers Subject to Closure or Experiencing Economic Hardship

The new relief bill expands and extends for six months the Employee Retention Tax Credit, which is a refundable payroll tax credit established in the *CARES Act* and designed to help employers who are subject to closure or experiencing economic hardship due to the pandemic. Specifically, the credit is available to employers, including businesses, certain public instrumentalities, and non-profits of all sizes, whose operations have been fully or partially suspended as a result of a government order limiting commerce, travel or group meetings, or which have experienced a significant decline in gross receipts during the calendar quarter. Starting January 1, 2021, this legislation increases the credit rate from 50 percent to 70 percent of qualified wages paid by eligible employers to certain employees during the COVID-19 crisis. It also expands the eligibility of the credit by reducing the required year-over-year quarterly gross receipts decline from 50 percent to 20 percent.

Starting in January 2021, the bill increases the 100-employee delineation for determining the relevant qualified wage base to employers with 500 or fewer employees. This means that eligible employers with 500 or fewer full-time employees will be able to claim all wages paid to employees regardless of whether an employee is furloughed. For employers with more than 500 full-time employees, only wages of employees who are furloughed or face reduced hours as a result of their employer's closure or economic hardship are eligible for the credit. The credit is refundable for all employers and advanceable for employers with 500 or less employees. Instead of waiting until the next tax filing, these smaller employers can receive up to a full quarter's worth of credits upfront, using prior year payroll information, to help cover payroll costs.

Additionally, the bill increases the limit on per-employee creditable wages from \$10,000 annually to \$10,000 for each quarter, starting January 2021. This will allow employers to claim up to a total maximum credit amount per eligible employee of \$14,000 for the first two quarters in 2021. The credit is provided for wages and compensation, including health benefits. Wages do not include those taken into account for purposes of the payroll credits for paid sick leave or paid family leave, nor for wages taken into account for the employer credit for paid family and medical leave (IRC sec. 45S). The credit is provided through July 1, 2021.

- **Under this legislation, the credit will be available to employers receiving assistance through the Paycheck Protection Program with respect to wages paid that are not counted towards the employer's loan forgiveness, retroactive to the effective date of the *CARES Act*. Updated [IRS guidance](#) on this credit is forthcoming.**

Clarification of Tax Treatment of Paycheck Protection Program Loans and other SBA Financial Assistance Programs.

The bill specifies that forgiven Paycheck Protection Program (PPP) loans will not be included in taxable income. It also clarifies that otherwise-allowable deductions are allowed for expenses paid with proceeds of a forgiven PPP loan, effective as of the date of enactment of the *CARES Act* and applicable to subsequent PPP loans. This same tax treatment also applies to EIDL grants, grants for shuttered venues, and certain other loan repayment assistance.

- **IRS guidance on this clarification of tax treatment is forthcoming.**

Paid Sick and Family Leave Tax Credits

This legislation extends the refundable payroll tax credits for paid sick and family leave, enacted in the *Families First Coronavirus Response Act*, through March 31, 2021. Employers that elect to provide this paid leave to employees as though the corresponding employer mandates in FFCRA were extended through the end of March 2021 may receive payroll tax credit for such leave.

- **Updated [IRS guidance](#) on these credits is forthcoming.**

Delay of Payment of Employer Payroll Taxes

The *CARES Act* allows taxpayers to defer paying the employer portion of certain payroll taxes through the end of 2020, with all 2020 deferred amounts due in two equal installments, one at the end of 2021, the other at the end of 2022. Payroll taxes that can be deferred include the employer portion of FICA taxes, the employer and employee representative portion of Railroad Retirement taxes (that are attributable to the employer FICA rate), and half of SECA tax liability. No changes were made to the employer payroll tax deferral in this new relief legislation.

- **The *PPP Flexibility Act*, enacted in June 2020, amended section 2302 of the *CARES Act* to allow an employer that receives a PPP loan to defer the payment and deposit of the employer's share of payroll tax, even if the loan is forgiven. IRS guidance regarding the deferral can be found [here](#).**

If you have additional questions, please contact my office via email at:
smallbusiness@cardin.senate.gov



SBA Procedural Notice

TO: All SBA Employees and Paycheck Protection Program Lenders

CONTROL NO.: 5000-20074
EFFECTIVE: January 6, 2021

SUBJECT: Modifications to SBA Forms 3506, 3507 and 750 CA (for purposes of PPP only)

The Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act (“Economic Aid Act”) was signed into law by the President on December 27, 2020, extending SBA’s authority to guarantee initial Paycheck Protection Program (PPP) loans through March 31, 2021 and providing SBA authority to guarantee PPP second draw loans through March 31, 2021 (collectively, referred to as “PPP Loans”).

Any Lender that was approved to make PPP Loans pursuant to a SBA Form 3506¹, 3507² or 750 CA³ (when used solely for the purpose of Lenders participating in PPP) will be deemed by SBA to have agreed to the modified terms and conditions to such forms as described in this Notice if the Lender makes a PPP Loan on or after December 27, 2020. All such previously-approved Lenders will not be expected to sign an updated version of the SBA Form; however, all new PPP Lenders will be required to sign the applicable revised SBA Form.

This Notice modifies SBA Form 3506, SBA Form 3507, and SBA Form 750 CA (for purposes of PPP only) for previously-approved Lenders as follows:

- Extends the termination date set forth in Section 8 or Section 19 in each such form (as applicable) from “August 9, 2020” to “April 1, 2021.” Participating PPP Lenders with such agreements, as well as 7(a) Lenders authorized to make PPP Loans, may continue to make PPP Loans until 11:59 pm on March 31, 2021.

¹ SBA Form 3506 (CARES Act Section 1102 Lender Agreement).

² SBA Form 3507 (CARES Act Section 1102 Lender Agreement – Non-Bank and Non-Insured Depository Institution Lenders).

³ SBA Form 750 CA (U.S. Small Business Administration, Community Advantage Pilot Program Loan Guaranty Agreement, Deferred Participation).

- Modifies the statutory references in the forms to reflect the newly enacted Economic Aid Act, including sections 7(a)(36), 7(a)(37), and 7A of the Small Business Act.
- Modifies the forms (as applicable) to require the fixed rate of interest on PPP Loans to be calculated on a non-compounding, non-adjustable basis and conforms the forms to existing PPP eligibility requirements.

Revised SBA Forms 3506, 3507 and 750 CA for new Lenders have been issued and are available at www.sba.gov/ppp

If you have any questions, please contact Eddie Ledford at edward.ledford@sba.gov.

Susan E. Streich
Director, Office of Credit Risk Management

Paycheck Protection Program (PPP) Operations Update – Sunday, January 10, 2021

1. Monday, January 11, 2020 Portal Opening

The U.S. Small Business Administration, in consultation with the U.S. Treasury Department, is opening the Paycheck Protection Program loan portal on Monday, Jan. 11, 2021 at 9 am ET. When the PPP loan portal system opens on Monday morning, it will initially accept [First Draw PPP](#) loan applications from participating CFIs, which include Community Development Financial Institutions (CDFIs), Minority Depository Institutions (MDIs), Certified Development Companies (CDCs) and Microloan Intermediaries.

The opening of the SBA loan system is designed to efficiently and effectively implement the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act and to ensure increased access to the PPP for minority-, underserved-, veteran- and women-owned small business concerns. SBA also is calling upon its lending partners to redouble their efforts to assist eligible borrowers in underserved and disadvantaged communities.

SBA will continue to provide updates on operations during the week of January 11, 2021. Additionally, SBA plans to dedicate specific times to process and assist the smallest PPP lenders with loan applications from eligible small businesses.

2. Technical Information and New Portal User Guide

Attached please find two presentations for accessing the updated loan portal system. CFI Lenders will be able to submit First Draw loans to SBA either via an Application Programming Interface (API) tool or entry of application data via web screen method. The first presentation contains information regarding API technical information. The second attachment is the SBA Paycheck Protection Platform Lender Instructions – Origination Systems User Guide, which contains information including:

- SBA PPP Origination Platform Overview
- Account Management
- Submitting PPP Loan Origination Requests (web screen)
- Monitoring Origination
- Additional Resources

As a reminder, CFI Lenders may use the SBA PPP Lender Hotline: +1 (833) 572-0502 and find more PPP Platform Resources here: <https://forgiveness.sba.gov/>

For more PPP Information and Resources, please visit www.sba.gov/PPP or www.treasury.gov/CARES



U.S. Small Business
Administration

SBA Paycheck Protection Platform Lender Instructions

API Technical Information

Updated: January 10, 2021

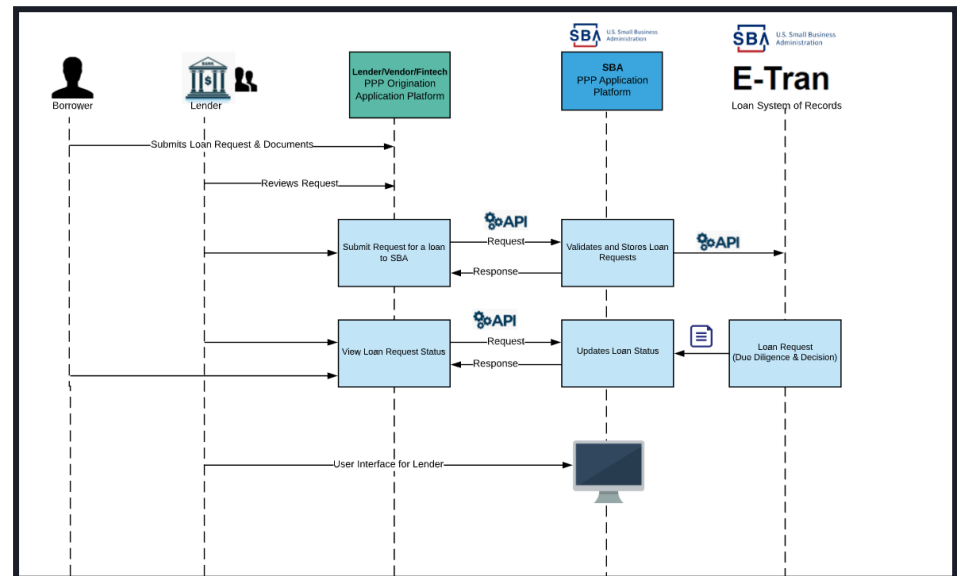
Not intended to convey policy guidance. In the event of any conflict or inconsistency with PPP rules, forms or guidance, such rules, forms and guidance govern.

Origination Overview

- To support the expanded Economic Aid Act, the SBA is leveraging the Forgiveness platform chassis to provide a streamlined interface for originating PPP loans into ETRAN.
- This has allowed the SBA to purpose build a PPP (First Draw) and PPS (Second Draw) application process. Direct ETRAN PPP origination will not be available.
- The updated platform also makes available additional utilities to help the Lending community better validate application data before submission.

- **Platform Supports:**

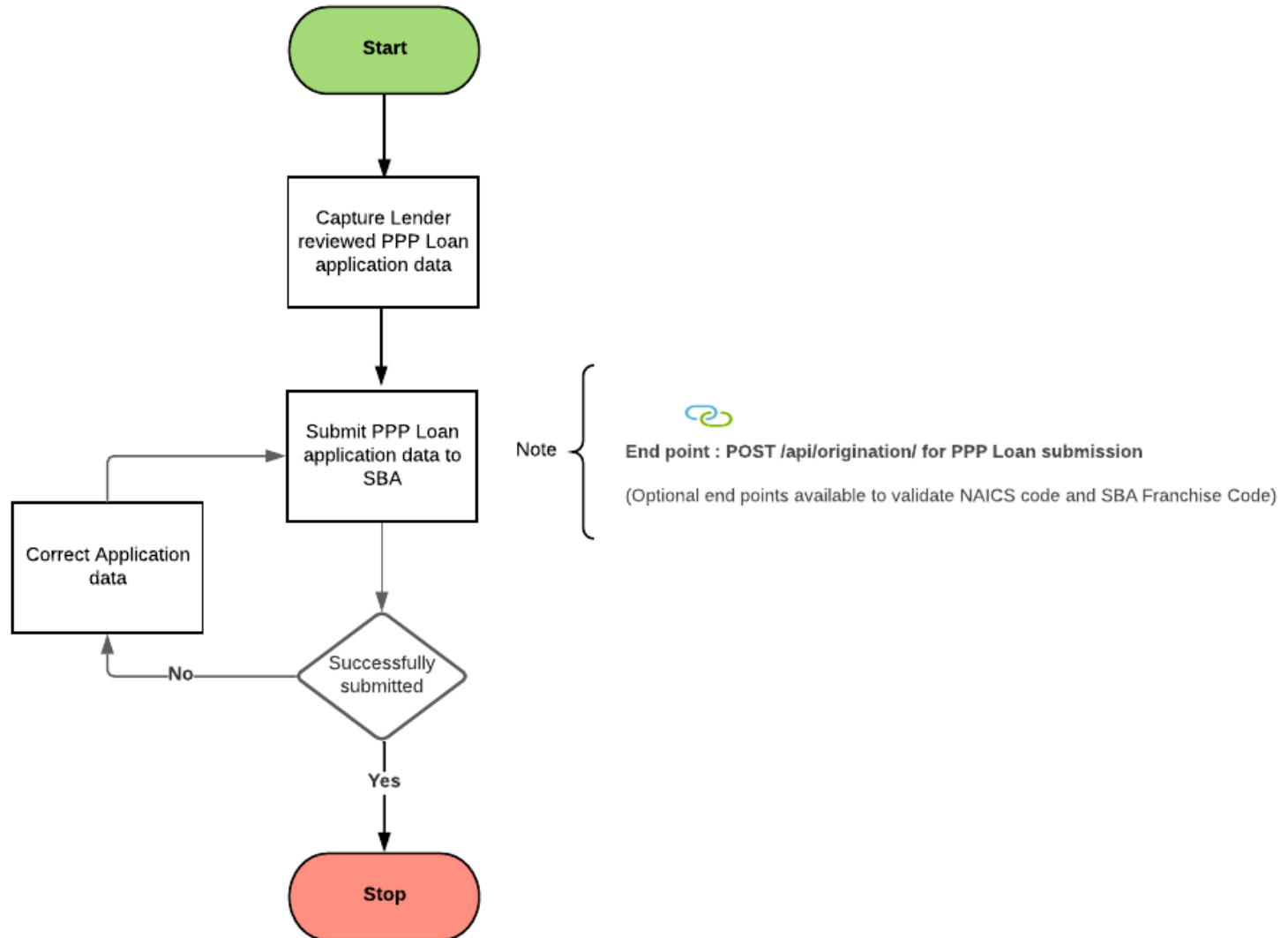
- High Volume - PPP Loan Origination - API
- Checking Status - API
- Understanding Data Validation & Identity Management Results (Public Record Search, Do Not Pay)
- Address Validation Utilities
- Previous PPP Lookup Tools
- Franchise API
- NAICS Code Validation APIs



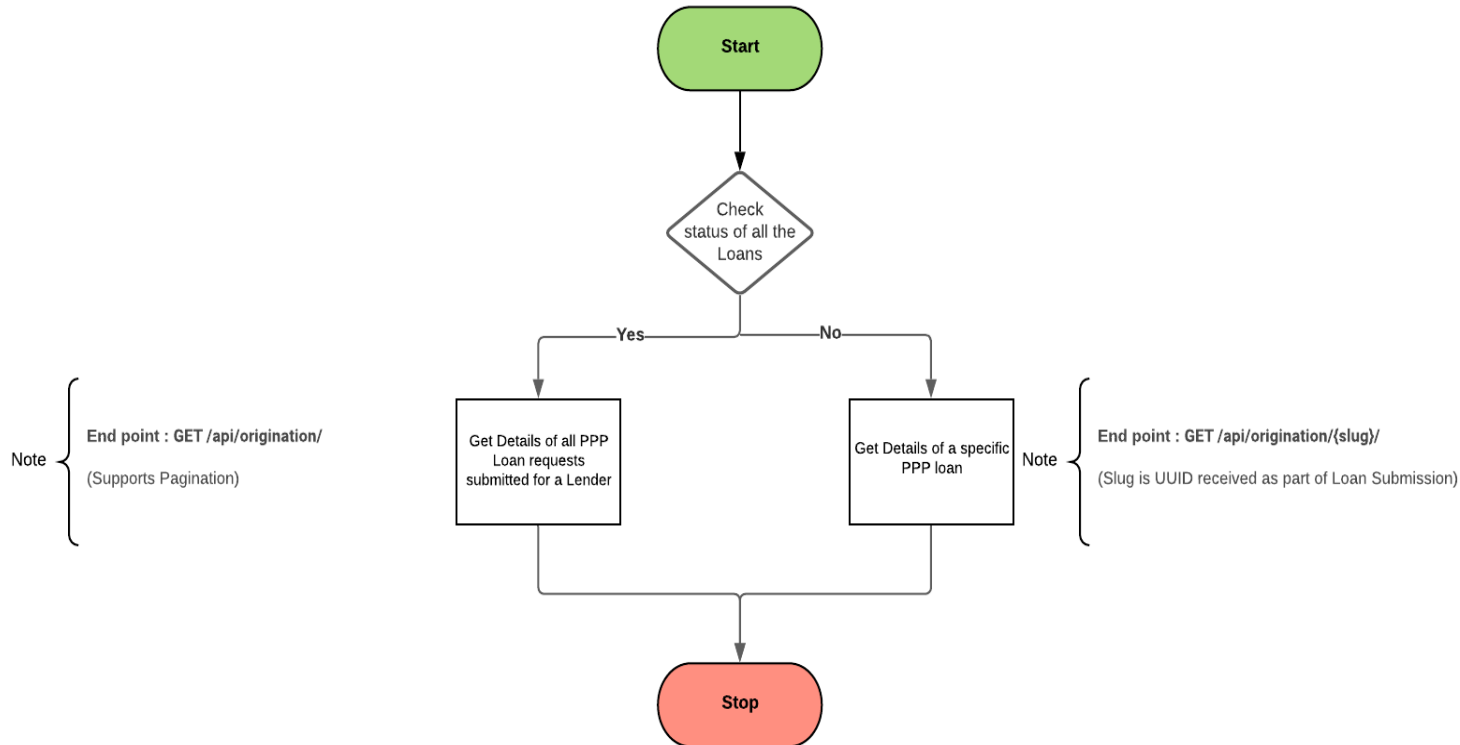
Documentation

- Public GitHub: <https://ussbappp.github.io/index.html>
- **Access & Strategy:** Forgiveness access and authentication will be leveraged for origination. Additional enablement required for origination users and permissions.
- **PPP Loans are booked at the Lender HQ Location ID** – this will be automatically handled (through the combination of the Auth Token provided by Bank AO, and certified Bank Vendor Key).
- Lenders who have existing Lender Agreements will be enabled for origination on the Platform. This will allow Lenders/Vendors to book PPP loans into ETRAN.
- The Bank AOs will need to provide explicit permission for users to see the origination functions. Users that have Forgiveness Platform access will not be automatically allowed to originate PPP through the platform.

Relevant Flows – Submit PPP Loan



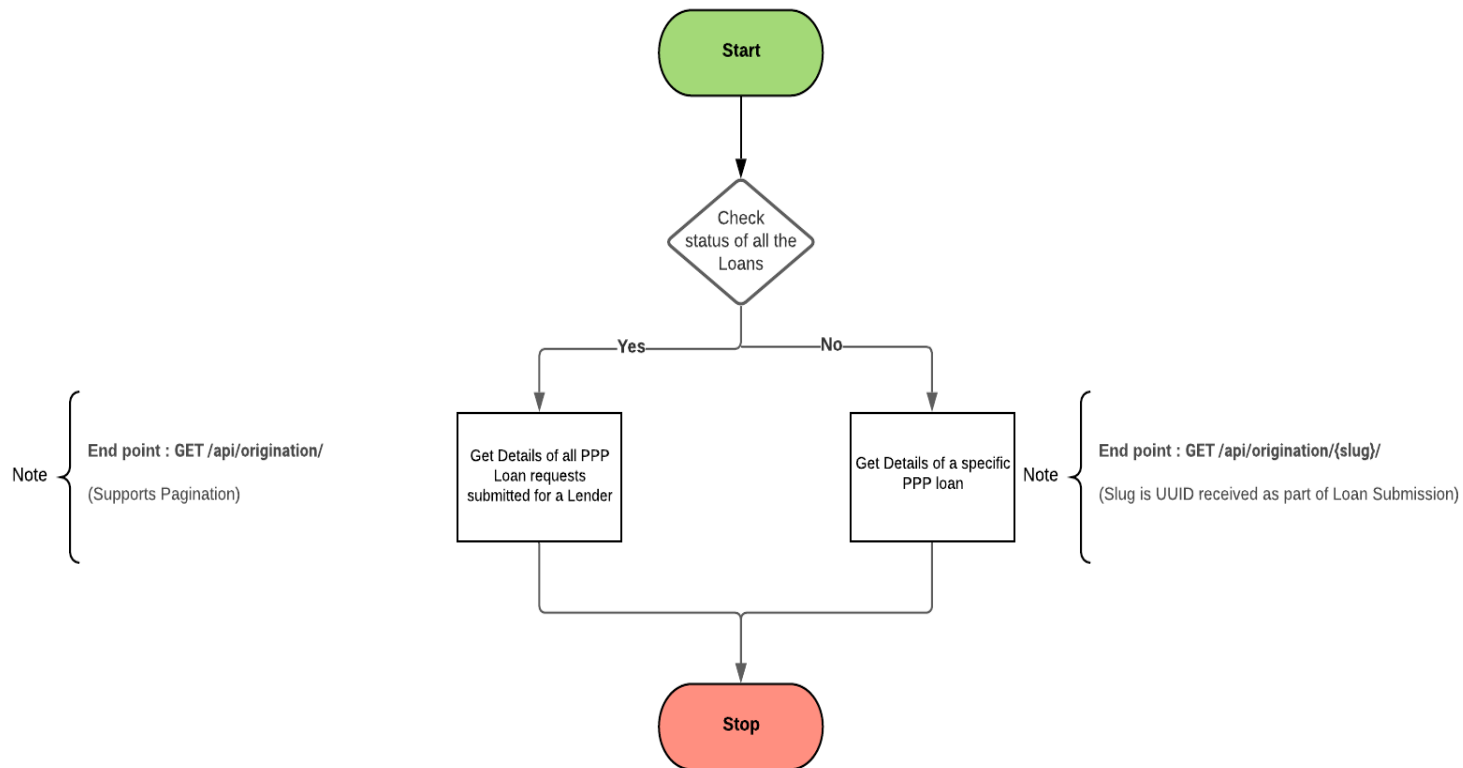
Relevant Flows – Check Status of PPP



Status Options:

1. Borrower TIN + Type (SSN, or EIN)
2. Slug
3. Status

Relevant Flows – Withdrawal of PPP Loan



Status Options:

1. Slug
2. Available only pre-decisional status

Other APIs

1. **Get NAICS Codes** – Provides NAICS information for purposes of supporting application requirements.
2. **Get All Franchise** - API provides list of franchise listed in SBA's Franchise Directory
3. **Get PPP Loan Validation** – provides the ability to see and validate first draw PPP loans
4. **Address Validation API** – see next page for more details
5. **EIDL Loan validation API** – Validates EIDL Loan number (Jan 31, 2020 to April 3, 2020)

Important Reminder

In support of the Economic Aid Act, additional diligence and validation is being conducted on submissions.

1. This will result in a slight delay between the submission and the return of an SBA loan number.
2. This delay is for data validation and identity management purposes. In addition, should validations fail, the resulting reasons will be displayed to the lender with an opportunity to withdraw or address the exceptions. This will be facilitated through the UI platform.

Address API Validation

- This API is used to validate and get standardized addresses along with Zip+4. API users may use it to ensure addresses are valid before submitting Loan requests to SBA and normalize street address formats (Rd, St, Alley etc). This is not a requirement to complete before submission, although a best practice.
- While we recommend all addresses be validated before submission, you may still submit an origination request if the address fails validation but has been confirmed valid by the lender.
- Upon submission, the platform will automatically validate and standardize addresses before booking into ETRAN. If we can't find a Zip + 4, the platform will leverage the current SBA address validation rules which are more flexible (City/Zip Combinations) – often used to account for US territories.
- If the address is not valid after this final address check by the SBA, we will return a failed validation message which will require resubmission by the Lender.
- The Platform UI also has type ahead validation to support ease of use by Lenders.

Sample:

/api/api/address_validation?address_1=101 ABC Lane&address_2&city=Newark&state=delaware&zip_code=19701

Testing Approach

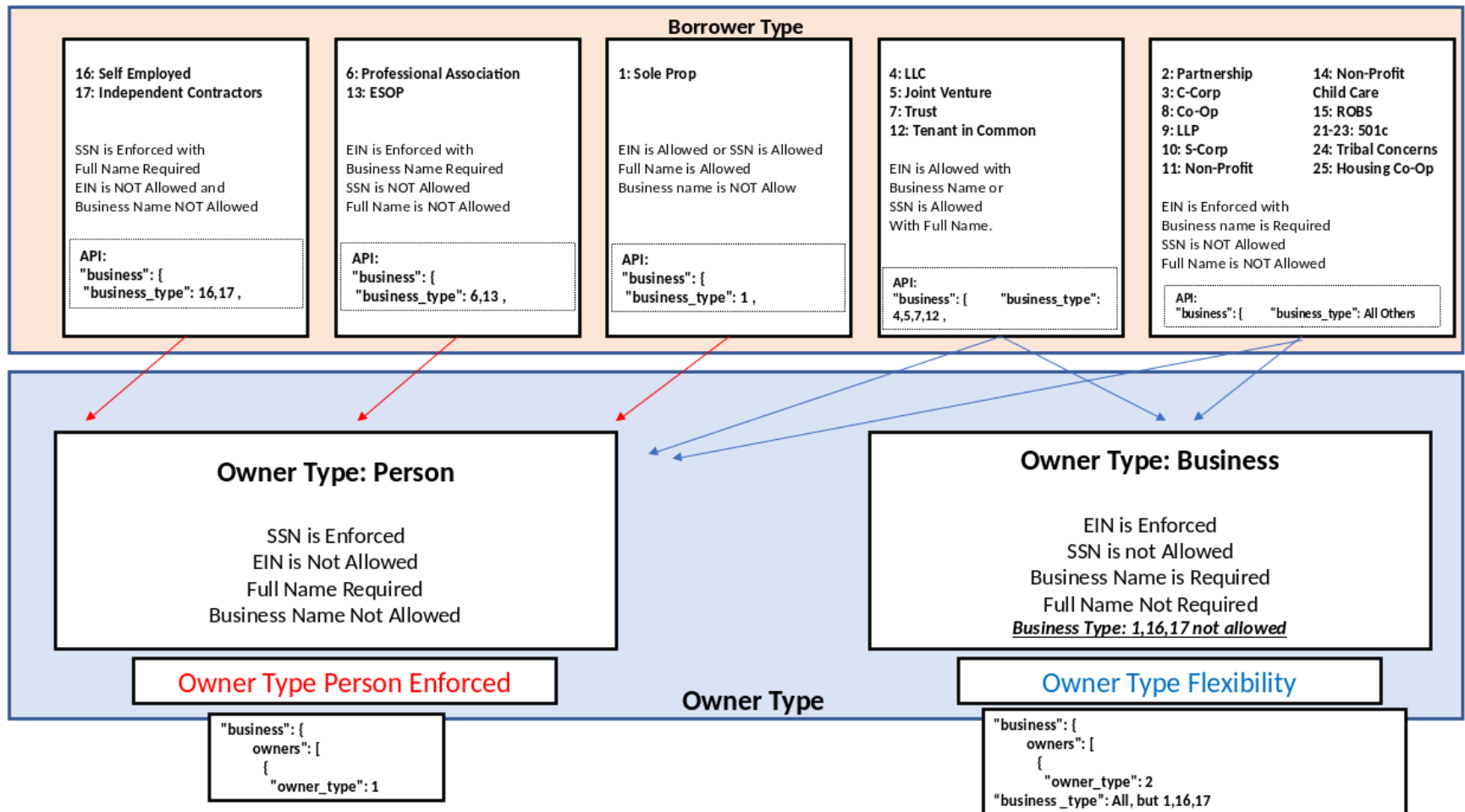
- **Authentication** - If you already have Forgiveness API & vendor keys, same keys can be used for PPP Origination as well. (You don't need new API keys). Please contact developer@ussbaforgiveness.com if you have any questions on API keys.
- **Endpoint** - for testing - <https://sandbox.forgiveness.sba.gov/>
- **Specifications** - API specs available on GitHub page - <https://ussbappp.github.io/index.html>
- **Sample client code** - for reference – [Github Repo - sample code](#) (Java, Python and C#)
- **Test Data** -
- **EIN/SSN** - To avoid stepping on each other's test Loan submission, we strongly recommend that EIN/SSN of your test data Borrower should start with 4 digit Vendor id assigned to you. (You can see your vendor id in your box folder used during Forgiveness)

Example -

Vendor ID	EIN/SSN Number allowed for testing	EIN/SSN Number not allowed for testing
XYZ_Bank_9142	914200001	8 14200001

- **Second Draw testing** – Please refer to GET /api/etran_ppp_validation?sba_number for first draw SBA number validation. We will provide test numbers on GitHub
- **NAICS / Franchise / Address validation** – Please refer to Github page for end point which will provide valid data
- **EIDL Loan Validation** – We will have test EIDL loan number available on Github for you to use
- **Testing support** – Please open a ticket with developer@ussbaforgiveness.com if you have any questions or need Loan status change data conditioning support

How To Ensure Better Quality Input and PPP Loan Booking



Principal Discussion

All parties listed below are considered owners of the Applicant, as well as “Principals”: The term “Principal” means:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

Roll-Out Planning

Integration Strategy:

Industry Webinar: January 8, 2021

- Guidance - Access to Capital for Underserved Communities
- Form Introductions & Technical Briefing with Vendors



Borrowers Begin to Engage Lenders

- Lenders to begin accepting applications from Borrowers with updated forms once available.



CFI Lenders: January 11, 2021

- Engage CFIs to allow them to begin engaging in platform and submitting New PPP Applications for the initial few days.



Full Availability

- New PPP loan application will be available for submission by additional Lenders shortly after the initial launch for CFIs.
- Refine and optimize as we gain more volume into the platform.

Technical Support:

Communication and Training for Stakeholders



Sandbox Update with New Code
(Box Folders with Test Data)



Support Fintech/Vendor Integrations



Refine and Optimize Program with Industry
Collaboration



Phone: SBA PPP Lender Hotline – +1 (833) 572-0502



Email: SBA PPP Inbox – help@ussbaforgiveness.com

PPP Platform Resources: <https://forgiveness.sba.gov>



Web: www.SBA.gov

- FAQs
- Policy/Program Guidance & Interim Final Rules
- PPP Applications Forms
- Application Instructions



U.S. Small Business
Administration

SBA Paycheck Protection Platform Lender Instructions

Origination System User Guide

Updated: 1/10/2021

Not intended to convey policy guidance. In the event of any conflict or inconsistency with PPP rules, forms or guidance, such rules, forms and guidance govern.

SBA Paycheck Protection Platform Announcement

Important Dates

- Community Financial Institutions (CFIs) can begin submitting new First Draw PPP loan origination requests (*SBA Form 2483 rev. 1/8/21*) through the Platform on **Monday, January 11, 2021**
- CFIs can begin submitting Second Draw PPP loan applications (*SBA Form 2483-SD*) through the Platform on **Wednesday, January 13, 2021**.
- Shortly thereafter, all other lending institutions will be notified when they are able to submit loan origination requests

What is a CFI?

Community Financial Institutions include the following organizations:

- *Community Development Financial Institutions,*
- *Minority Depository Institutions,*
- *Certified Development Companies, and*
- *Microloan Intermediaries*

How do I know if my institution is a CFI?

If “Lender Location Enabled for Origination in Etran” is checked in Institution Settings, your institution is an enabled CFI (see example below).

My institution is not a CFI. What am I enabled to do in the Platform now?

Organization admin users can begin to add users in the Platform and review new and updated materials on the resource tab in the Platform.

Settings for **EtranDemoBank (Lancaster, PA)**

Lender Location ID

507242

☒ Lender Location Enabled for Forgiveness on Etran

☒ Lender Location Enabled for Origination on Etran

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U.S. Small Business
Administration

Paycheck Protection Platform Overview

PPP Origination – PPP Loan Request Process

Lenders are required to take the following actions in the Platform:

Create User Accounts

- Organization Admins select additional members at their institution to sign-up to the Platform and create their accounts.
- Organization Admins enable access to Origination functions in Platform for new users.
- Organization Admins complete Institution Settings.

Submit PPP Loan Origination Requests

- Lenders submit PPP Loan Requests via the Platform.
- ***CFIs will be enabled to submit First Draw PPP Loan Requests starting January 11, 2021 and***
- ***Second Draw PPP Loan Requests starting January 13, 2021.***
- ***All other lending institutions will be notified when they are able to submit loan origination requests.***

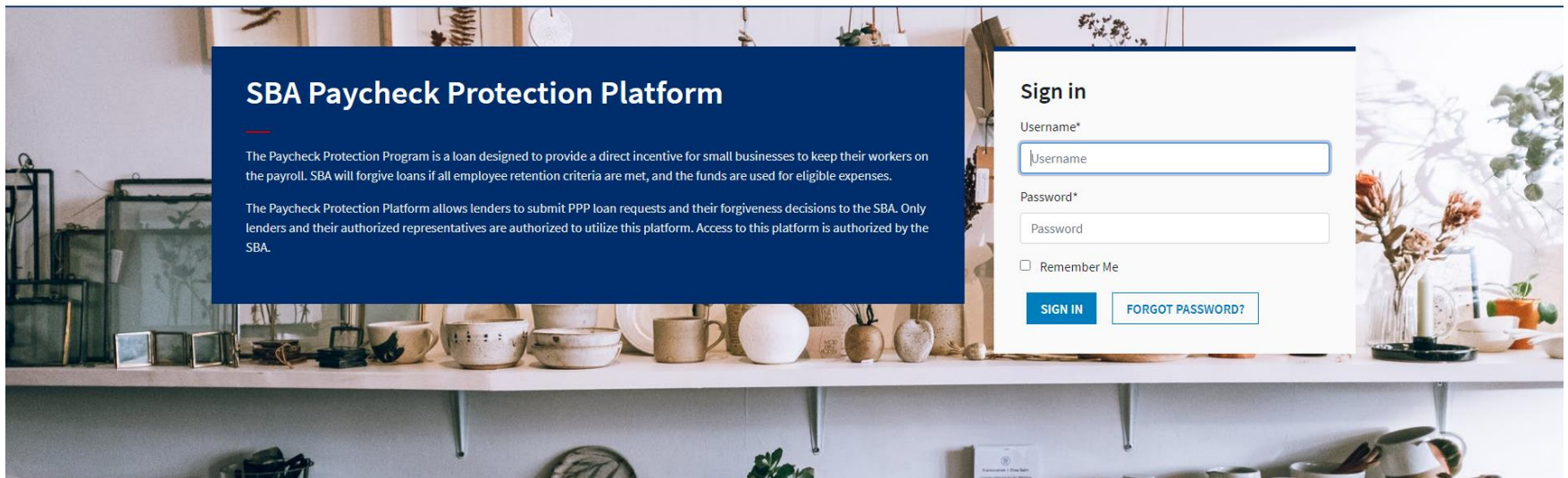
Monitor PPP Loan Origination Status

- SBA reviews PPP Loan Requests.
- Lenders monitor PPP Loan Requests and receive SBA Numbers for approved PPP Loans in the Platform.
- Organization Admins view institution's total PPP portfolio for reporting.
- Lenders monitor post-origination and servicing activities in Etran.

Note: If “Lender Location Enabled for Origination in E-TRAN” is checked in Institution Settings, your institution is an enabled CFI.

Paycheck Protection Platform - Originations

- The Paycheck Protection Platform can be accessed at forgiveness.sba.gov. This is the same Platform that supports the Forgiveness decisioning process.
- The Platform supports three methods of submission for PPP loan requests:
 1. Lenders manually enter loan requests.
 2. Large Lenders connect via API and submit loan requests in bulk.
 3. Software Providers connect via API and submit loan requests on behalf of Lenders.
- Using **MS Edge** or **Google Chrome** browsers is recommended for an optimal experience.
- Complete information on APIs can be found at <https://ussbappp.github.io/index.html>



Platform User Types

Organization Admins can create additional Platform users and grant four levels of access with the following permissions:

	Admin	General	Read Only	API User*
Administrative Functions				
Create Users	X			
Activate/Deactivate Users	X			
Assign User Types	X			
Reset Password for Other Users	X			
Servicing Functions				<i>Via API</i>
Institution Information (e.g., ACH, Interest)	X			
Submit PPP Loan Request	X	X		X
Withdraw PPP Loan Request	X	X		X
Lookup PPP Disbursed Loan Status	X	X	X	X
View Decision Status	X	X	X	X
Platform Inbox	X			
Reporting Functions				
Origination Dashboard	X			

Note: The API User role should only be used for an individual user managing API technology (e.g., FinTech user). Admins will need to create accounts for API Users.



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Account Management

Two-Factor Authentication

All Platform users will encounter two-factor authentication upon login. Users may choose between scanning a QR code or receiving a text message to generate a unique token.



Setup Two-Factor Authentication

Option 1

Use SMS (Text Messaging) for Two-Factor Authentication

Option 2

First scan the QR code below with a token generator of your choice (for instance Google Authenticator). Then input the token generated by the app.



Token:

Verify

Setup SMS Two-Factor Authentication

Please provide your phone number below for verification

Phone Number

Phone Number

Verify

Need to validate with Google Authenticator?

Your SBA PPP Forgiveness
Production security code is
2642409



Text Message



Institution Information

Admins will need to set institution settings at the financial institution level (not the loan level).

1. Click “Institution Settings” in the left-hand menu.
2. Verify that your Lender Location is enabled for PPP Origination on Etran. Once your location is verified, the “Lender Location Enabled for Origination on Etran” box will appear checked. CFIs will be enabled for PPP origination on January 11. All other lending institutions will be notified in advance when they are able to submit loan origination requests through the Platform.

SBA U.S. Small Business Administration

Forgiveness Origination

Origination Dashboard

PPP Loan Lookup

Submit New PPP Loan Request

All Loan Requests

Loan Request Drafts

1. Institution Settings

Settings for **EtranDemoBank (Lancaster, PA)**

Lender Location ID

507242

2. ☒ Lender Location Enabled for Forgiveness on Etran

☒ Lender Location Enabled for Origination on Etran

Routing Number*

725070124

Account Number*

12345678

Account Type*

Checking

Taxpayer Identification Number*

12345678

Email Address for Email Notifications

bwallace@thesummitgrp.com

Interest calculation method to be paid on net forgiveness amount*

Actual/360

*Please note, the Forgiveness platform uses the Bank Method as a default method for interest calculation. Please use the selection above to change this value. This will only impact payments going forward.

Institution Information

3. Enter payment details, including:
 - Routing number
 - Account number
 - Account Type
 - Tax Identification Number
4. Enter a distribution list email. Members of the distribution list will receive email notifications whenever Institution Settings are changed.

The screenshot shows the 'Settings for EtranDemoBank (Lancaster, PA)' form. A red bracket labeled '3.' groups the 'Routing Number', 'Account Number', 'Account Type', and 'Taxpayer Identification Number' fields. A red box labeled '4.' highlights the 'Email Address for Email Notifications' field.

Settings for EtranDemoBank (Lancaster, PA)

Lender Location ID
507242

☒ Lender Location Enabled for Forgiveness on Etran
☒ Lender Location Enabled for Origination on Etran

Routing Number*
725070124

Account Number*
12345678

Account Type*
Checking

Taxpayer Identification Number*
12345678

Email Address for Email Notifications
bwallace@thesummitgrp.com

Interest calculation method to be paid on net forgiveness amount*
Actual/360

*Please note, the Forgiveness platform uses the Bank Method as a default method for interest calculation. Please use the selection above to change this value. This will only impact payments going forward.

Institution Information

5. **The Economic Aid Act eliminates compound interest on both types of PPP loans.** A simple interest rate of 1% is the default setting for both First Draw and Second Draw loans during this round.

Settings for EtranDemoBank (Lancaster, PA)

Lender Location ID

☒ Lender Location Enabled for Forgiveness on Etran

☒ Lender Location Enabled for Origination on Etran

Routing Number*

Account Number*

Account Type*

Taxpayer Identification Number*

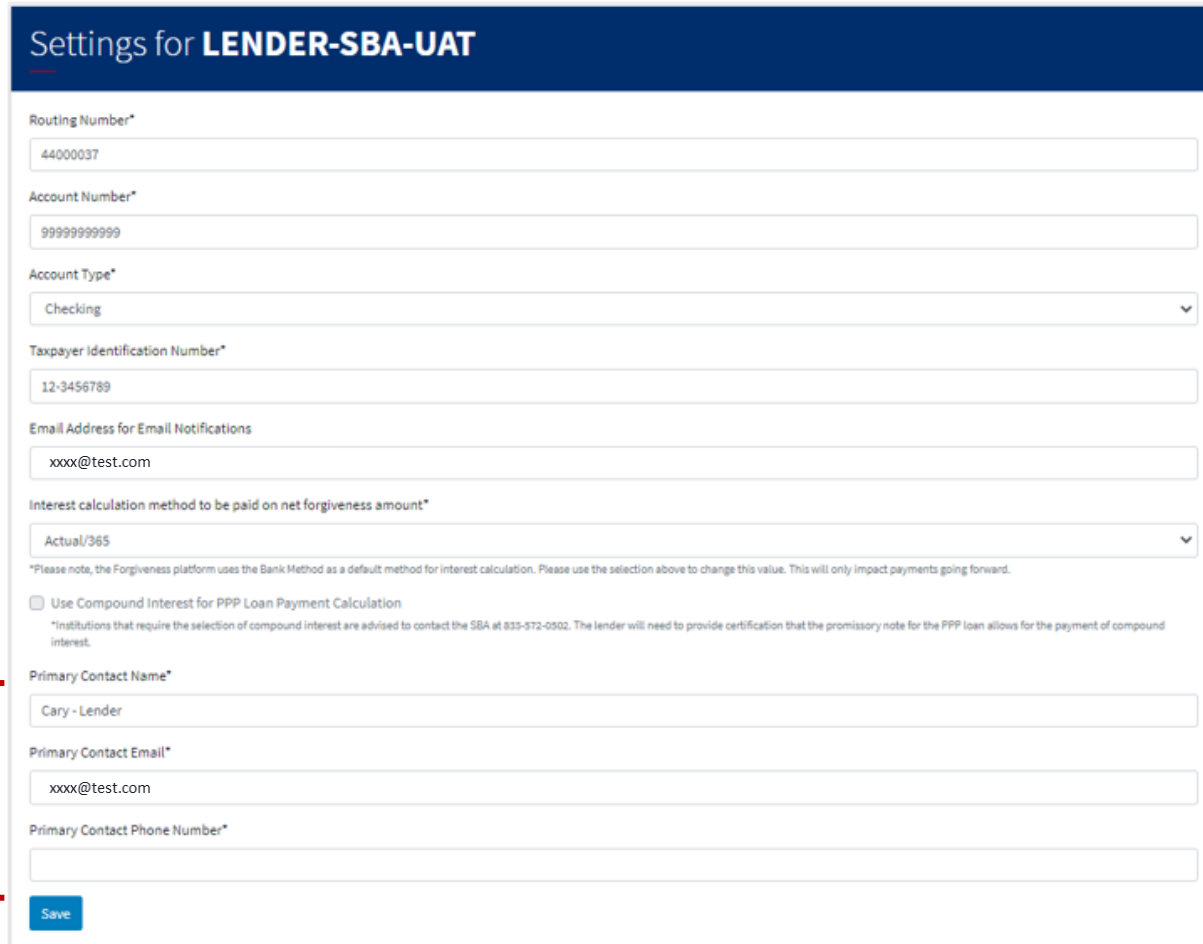
Email Address for Email Notifications

5. Interest calculation method to be paid on net forgiveness amount*

*Please note, the Forgiveness platform uses the Bank Method as a default method for interest calculation. Please use the selection above to change this value. This will only impact payments going forward.

Institution Information

5. Enter Primary Contact Information for the member of your institution who should be contacted by the SBA if required for loan reviews or payment processing.
 - This information will be automatically populated with the information for the institution's first registered Organization Admin in the Platform.
 - Primary Contact Information can be modified for the institution at any time.



Settings for **LENDER-SBA-UAT**

Routing Number*

44000037

Account Number*

9999999999

Account Type*

Checking

Taxpayer Identification Number*

12-3456789

Email Address for Email Notifications

xxxx@test.com

Interest calculation method to be paid on net forgiveness amount*

Actual/365

*Please note, the Forgiveness platform uses the Bank Method as a default method for interest calculation. Please use the selection above to change this value. This will only impact payments going forward.

☐ Use Compound Interest for PPP Loan Payment Calculation

*Institutions that require the selection of compound interest are advised to contact the SBA at 833-572-0502. The lender will need to provide certification that the promissory note for the PPP loan allows for the payment of compound interest.

Primary Contact Name*

Cary - Lender

Primary Contact Email*

xxxx@test.com

Primary Contact Phone Number*

Save

Account Management - Creating New Users

Organization Admins are encouraged to create no more than ten (10) additional active users for each institution in the Platform.

1. Click the “Users” icon in the upper right corner of the screen.
2. From the user management dashboard, click “Create User.”

Note: SBA does not limit number of users but anticipates the speed and ease of submission will eliminate the need for many users.

The screenshot displays the SBA Forgiveness Request Platform interface. The top navigation bar includes the SBA logo, a search icon, a user profile icon, a group of users icon (highlighted with a red box and '1.'), and a 'Sign Out' button. The left sidebar contains various navigation options: Resources, SBA Dashboard, Lookup Disbursed PPP Loans, All Forgiveness Submissions, Submit New PPP Forgiveness Decision, Proactive Loan Reviews, Drafts, and Institution Settings. The main content area is titled 'Users' and features a 'Create User' button (highlighted with a red box and '2.') and a search bar. Below the header is a table of users.

Name	Email	Admin	Actions
Admin	xxxx@test.com	✓	Edit
Bob Barker	xxxx@test.com	✗	Edit
Bob Smith 89	xxxx@test.com	✓	Edit
Bryce Doane938745239874	xxxx@test.com	✓	Edit
Dennijo	xxxx@test.com	✗	Edit
Hannah Deppen999	xxxx@test.com	✗	Edit
Josh Dennis	xxxx@test.com	✗	Edit
Josh Dennis 3	xxxx@test.com	✓	Edit
Josh Test	xxxx@test.com	✗	Edit
Josh Test2	xxxx@test.com	✓	Edit
test0890890	xxxx@test.com	✗	Edit

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Account Management - Creating New Users

3. Enter the new user's name, username, email address, and password. They may change their password upon login.
4. Designate the User Type. The default new user type is General Lender.
 - Select "Organization Admin" to make the user an Admin with institution management capabilities. We recommend limiting the number of Admins to **two** per institution.
 - Select "Read Only User" to make the user Read Only.
 - Select "Inbox Access" to give user rights to the Inbox (only Admins are automatically granted Inbox access)
 - Select "Enable API Key for this user" if the user will be using API technology to submit decisions.
 - Leave all items unchecked to make the user a General Lender with general decision submission capabilities.

Note: Users cannot be enabled as both an Admin and an API User. Please choose only one permission designation per user.

Note: Users do NOT receive an automated email with account creation including instructions or a password. This information must be communicated by the Admin.

The screenshot shows the 'New User' form with the following fields and options:

- Name of User**: Text input field.
- Username***: Text input field. Below it, a note reads: "Required. 150 characters or fewer. Letters, digits and @/./+/-/_ only."
- Email address***: Text input field.
- User Type Selections** (indicated by a red box and number 4):
 - ☐ Organization Admin
 - ☐ Enable API Key for this user
 - ☐ Read Only User
 - ☐ Inbox Access
- Password***: Text input field. Below it, a list of password requirements:
 - Your password can't be too similar to your other personal information.
 - Your password must contain at least 8 characters.
 - Your password can't be a commonly used password.
 - Your password can't be entirely numeric.
- Password confirmation***: Text input field. Below it, a note reads: "Enter the same password as before, for verification."
- Create**: Blue button at the bottom.

Annotations on the form:

- A red bracket and the number **3.** group the Username, Email address, and Password fields.
- A red box and the number **4.** highlight the User Type Selections.

Account Management – Activating Origination

Users

Create User

Name	Username	Email	Active	Admin	Actions
Admin		admin@joshdennis.net	✓	✗	Edit
Bob Barker		bobby@bobby.com	✓	✓	Edit
Bob Smith 89		bob@bob.com	✓	✓	Edit
Bryce Doane938745239874		BDoane@thesummitgrp.com	✓	✓	Edit
Dennijo		dennijo@gmail.com	✓	✓	Edit
Hannah Deppen999		HDeppen@thesummitgrp.com	✓	✗	Edit

- AOs and Organization Admins will need to activate the origination Platform capabilities for each user.

1. Within the user management dashboard, click “Edit” in the far right “Actions” column shown above for each user. The screen to the right will open.
2. Check the “User can access Origination?” box to activate origination capabilities. Origination capabilities can be removed by unchecking this box.

☐ Organization Admin

☒ Active
Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

☐ Enable API Key for this user

☐ Read Only User

☐ Inbox Access

☐ User can access Forgiveness?

☒ User can access Origination?

Update

Account Management - Deactivating Users

Users

Create User

Name	Username	Email	Active	Admin	Actions
Admin		xxxx@test.com	✓	✗	Edit
Bob Barker		xxxx@test.com	✓	✓	Edit
Bob Smith 89		xxxx@test.com	✓	✓	Edit
Bryce Doane938745239874		xxxx@test.com	✓	✓	Edit
Dennijo		xxxx@test.com	✓	✓	Edit
Hannah Deppen999		xxxx@test.com	✓	✗	Edit

- AOs and Organization Admins may activate and deactivate their institution's users.

1. Within the user management dashboard, click "Edit" in the far right "Actions" column shown above for each user. The screen to the right will open.
2. Uncheck the "Active" box and click "Update."

← Users

Update

Name of User

Email address

☐ Organization Admin

☒ Active

Designates whether this user should be treated as active. Unselect this instead of deleting accounts.

Update

Account Management – API Users

- Application Programming Interface technology (API) can be used by lenders and their technology partners to submit large volumes of PPP loan requests to the Platform.
- If your institution decides to use API technology to submit PPP loan requests, the organization admin must create a user account for the individual or technology provider who will be using the programming interface.

A complete guide for Platform API use can be found at:

<https://ussbappp.github.io/index.html>

Please contact developer@ussbaforgivness.com for advanced technical support on API usage.



Submitting PPP Loan Requests

PPP Loan Request

- Lenders may utilize the Platform to submit PPP loan requests in two ways:
 - Lenders manually enter and submit individual applications in the Platform.
 - Lender Service Providers submit their Lenders' applications using API connections. Information on APIs can be found at <https://ussbappp.github.io/index.html>.
- Lenders must utilize [SBA Form 2483](#) for First Draw PPP Loans and must utilize [Form 2483-SD](#) for Second Draw PPP Loans to calculate the loan amount.

Paycheck Protection Program Second Draw Borrower Application Form

OMB Control No.: 3205-0027
Expiration Date: 11/31/2021

Check One: ☐ Sole Proprietor ☐ Partnership ☐ S-Corp ☐ C-Corp ☐ LLC ☐ DBA or Tradename (if applicable) ☐ Year of Establishment (if applicable)

☐ Independent Contractor ☐ Self-Employed Individual ☐ 501(c)(3) nonprofit ☐ 501(c)(6) organization ☐ 501(c)(19) veteran organization ☐ Housing cooperative ☐ Tribal Business ☐ Other

Business Legal Name: _____ **NAICS Code:** _____

Business Address (Street, City, State, Zip code - No P.O. Box addresses allowed): _____ **Business TIN (EIN, SSN):** _____ **Business Phone:** _____

Primary Contact: _____ **Email Address:** _____

Average Monthly Payroll: \$ _____ **x 2.5 (or x 3.5 for NAICS 72 applicants equals Loan Request Amount (may not exceed \$2,000,000)):** \$ _____ **Number of Employees (including affiliates, if applicable; may not exceed 300):** _____

Purpose of the loan (select all that apply): ☐ Payroll Costs ☐ Rent / Mortgage Interest ☐ Utilities ☐ Covered Operations Expenditures ☐ Covered Property Damage ☐ Covered Supplier Costs ☐ Covered Worker Protection Expenditures ☐ Other (explain): _____

PPP First Draw SBA Loan Number: _____

Reduction in Gross Receipts of at Least 25% (Applicants for loans of \$150,000 or less may leave blank but must provide upon or before seeking loan forgiveness or upon SBA request): **2020 Quarter (e.g., Q2 2020):** _____ **Gross Receipts:** \$ _____ **Reference Quarter (e.g., Q2 2019):** _____ **Gross Receipts:** \$ _____

Applcator Ownership
List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

If questions (1) - (7), (9), or (10) are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?		
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is (a) currently delinquent, or (b) has defaulted in the last 7 years and caused a loss to the government?		
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management (including a management agreement) with any other business? If yes, list all such businesses (including their TINs if available) and describe the relationship on a separate sheet identified as addendum A.		
4. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant presently incarcerated or, for any felony, presently subject to an indictment, criminal information, arraignment, or other means by which federal criminal charges are brought in any jurisdiction? Initial here to confirm your response to question 4: →		
5. Within the last 5 years, for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony, has the Applicant (if an individual) or any owner of the Applicant (1) been convicted; (2) pleaded guilty; (3) pleaded guilty nolo contendere; or (4) commenced any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 5: →		
6. Is the United States the principal place of residence for all employees included in the Applicant's payroll calculation above?		
7. Is the Applicant a franchise?		
8. Is the franchise listed in SBA's Franchise Directory? If yes, enter SBA Franchise Identifier Code here: _____		

Paycheck Protection Program Second Draw Borrower Application Form

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) and the Department of the Treasury (Treasury) implementing Second Draw Paycheck Protection Program Loans under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act (the Paycheck Protection Program Rules).
- The Applicant, together with its affiliates (if applicable), (1) is an independent contractor, self-employed individual, or sole proprietor with no employees; (2) employs no more than 300 employees; or (3) if NAICS 72, employs no more than 300 employees per physical location; (4) if a news organization that is majority owned or controlled by a NAICS code 511110 or 5151 business or a nonprofit public broadcasting entity with a trade or business under NAICS code 511110 or 5151, employs no more than 300 employees per location.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rules including the prohibition on using loan proceeds for lobbying activities and expenditures. If Applicant is a news organization that became eligible for a loan under Section 317 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, proceeds of the loan will be used to support expenses at the component of the business concern that produces or distributes locally focused or emergency information.
- I understand that SBA encourages the purchase, to the extent feasible, of American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

☐ The Applicant was in operation on February 15, 2020, has not permanently closed, and was either an eligible self-employed individual, independent contractor, or sole proprietorship with no employees, or had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

☐ Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

☐ The Applicant has realized a reduction in gross receipts in excess of 25% relative to the relevant comparison time period. For loans greater than \$150,000, Applicant has provided documentation to the lender substantiating the decline in gross receipts. For loans of \$150,000 or less, Applicant will provide documentation substantiating the decline in gross receipts upon or before seeking loan forgiveness for the Second Draw Paycheck Protection Program Loan or upon SBA request.

☐ The Applicant received a First Draw Paycheck Protection Program Loan and, before the Second Draw Paycheck Protection Program Loan is disbursed, will have used the full loan amount (including any increase) of the First Draw Paycheck Protection Program Loan only for eligible expenses.

☐ The funds will be used to retain workers and maintain payroll; or make payments for mortgage interest, rent, utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures as specified under the Paycheck Protection Program Rules; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

☐ I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, covered utilities, covered operations expenditures, covered property damage costs, covered supplier costs, and covered worker protection expenditures, and not more than 40% of the forgiven amount may be for non-payroll costs. If required, the Applicant will provide to the Lender and/or SBA documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of eligible expenses for the covered period following this loan.

☐ The Applicant has not and will not receive another Second Draw Paycheck Protection Program Loan.

☐ The Applicant has not and will not receive a Shortened Venue Operate grant from SBA.

☐ The President, the Vice President, the head of an Executive department, or a Member of Congress, or the spouse of such person as determined under applicable common law, does not directly or indirectly hold a controlling interest in the Applicant, with such terms having the meanings

First Draw PPP Loans

First Draw PPP Loans can be used to help fund payroll costs, including benefits. Funds can also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020, and certain supplier costs and expenses for operations.

Eligibility:

- Eligible entities include: business entities, sole proprietors, independent contractors, and self-employed individuals, 501(c)3s, 501(c)9s, tribal business, 501(c)6s, housing cooperatives, destination marketing organization, and news organizations.
- General eligibility is for entities with 500 employees or fewer. Certain industries that meet SBA's alternative size standard or SBA's size standards for those particular industries may be eligible to apply.

Second Draw PPP Loans

The Paycheck Protection Program (PPP) now allows certain eligible borrowers that previously received a PPP loan to apply for a Second Draw PPP Loan with the same general loan terms as their First Draw PPP Loan. Second Draw PPP Loans can be used to help fund payroll costs, including benefits. Funds can also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020, and certain supplier costs and expenses for operations.

Targeted Eligibility - A borrower is generally eligible for a Second Draw PPP Loan if the borrower:

- Previously received a First Draw PPP Loan and will or has used the full loan amount only for authorized uses before the Second Draw PPP Loan is disbursed;
- Has no more than 300 employees; and
- Can demonstrate at least a 25% reduction in gross receipts between comparable quarters in 2019 and 2020.

PPP Loan Request – Creating a New Request

1. Click “Submit New PPP Loan Request” in the left-hand menu.
2. Enter PPP Loan Request information. Unless otherwise stated, all fields are required.



Forgiveness

Origination

Origination Dashboard

PPP Loan Lookup

1. **Submit New PPP Loan Request**

All Loan Requests

Loan Request Drafts

Institution Settings

PPP Loan Request

Unless otherwise stated, all fields are required.



This form does not autosave. If you are not ready to submit this form, ensure you *Save a Draft* before navigating away.

Borrower Information

Business Information

Business Type

Business TIN (select TIN type)

000000000

EIN

Date of Establishment

mm/dd/yyyy



Without Spaces or Hyphens

DBA or Trade Name (if applicable)

NAICS Code

Enter Business Industry...

Business Legal Name (Borrower)

Business Contact Information

Note: Be mindful of formatting in data entry. Certain fields (EIN, Phone Number, etc.) do not require dashes or spaces.

PPP Loan Request – Creating a New Request

3. Select “Second Draw PPP Loan?” if the application is for a Second Draw loan. Checking this box will populate additional fields included on SBA Form 2483-SD, including information about the Borrower’s First Draw loan.

3. General Loan Details

☒ Second Draw PPP Loan?

* You MUST indicate if this is a Second Draw PPP Loan, BEFORE you fill out this section.

Section 1: Purpose of the loan

- ☐ Payroll
- ☐ Utilities
- ☐ Covered Property Damage
- ☐ Covered Worker Protection Expenditures

- ☐ Rent/Mortgage Interest
- ☐ Covered Operations Expenditures
- ☐ Covered Supplier Costs
- ☐ Other

Other Info

Section 2: Loan Request Information

Average monthly payroll

\$

Loan Request Amount

\$



Section 3: PPP First Draw

PPP First Draw SBA Loan Number

PPP First Draw Loan Amount

\$

2020 Quarter



Period 1 revenue

\$

PPP Loan Request – Demographic Information

- Completion of the Borrower Demographic Entry section is required *if the Borrower has provided this voluntary information in their PPP Loan Application.*
- This information is collected for program reporting purposes only and will have no bearing on the loan forgiveness decision.
- This section requests information about each of the Borrower's Principals. Instructions and definitions for each field can be found [here](#).

Demographics (optional)

Position

Veteran Status

Not Disclosed



Gender

Not Disclosed



Ethnicity

Not Disclosed



Race

Asian
Black or African American
Native Hawaiian or Pacific Islander
White
Not Disclosed



Add Owner

Use "Add Owner" to
provide information on
additional Principals

Note: Up to 5 business owners may
be listed as Principals.

PPP Loan Request – Final Confirmation

1. Prior to submission, lenders must confirm that the PPP loan request criteria has been met (shown below).
2. Click “Submit Application” if the loan request is complete. Click “Save as Draft” if the request is not complete and you wish to return to the request at a later time.

✓ Lender Certification

On behalf of the Lender, I certify that:

1. For a First Draw PPP Loan, the Lender has complied with the applicable lender obligations set forth in paragraphs C.3.a.-c. of the interim final rule “Paycheck Protection Program as Amended by Economic Aid Act” (issued on January 6, 2021), and any amendments thereto.

For a Second Draw PPP Loan, the Lender has complied with the applicable lender obligations set forth in paragraphs (h)(2)(i)(A)-(D) of the interim final rule “Paycheck Protection Program Second Draw Loans” (issued on January 6, 2021), and any amendments thereto.

2. The Lender has obtained and reviewed the required application (including documents demonstrating qualifying payroll amounts) of the Applicant and will retain copies of such documents in the Applicant’s loan file.
3. The Lender will register in sam.gov no later than thirty (30) days from the date of the first disbursement of a First Draw PPP Loan or Second Draw PPP Loan made by the Lender after January 7, 2021 and will provide SBA with the Lender’s unique entity identifier.

I certify that:

1. Neither the undersigned Authorized Lender Official, nor such individual’s spouse or children, has a financial interest in the Applicant.

1.

☐ I Confirm

2.

✓ Submit Application

Save as Draft

Note: The Platform allows Lenders to indicate these confirmations both on individual PPP Applications as well as via API.

Note: Applications **cannot** be edited once submitted. Please verify that all information is correct before submitting.

PPP Loan Request - Drafts

Incomplete loan requests saved as Drafts can be revisited for later submission.

1. Click “Loan Requests Drafts” in the left-hand menu.
2. Click the Borrower Name of the loan request you would like to edit. The request will open and you can proceed to edit or complete the request for submission.



Forgiveness

Origination

Sign Out

Origination Dashboard

PPP Loan Lookup

+ Submit New PPP Loan Request

All Loan Requests

Loan Request Drafts

Institution Settings

Loan Request Drafts

Borrower Name	Created	Updated
tslo	6 days, 12 hours ago	6 days, 12 hours ago
nes lles	4 days, 6 hours ago	4 days, 6 hours ago
Legal Name	4 days, 5 hours ago	4 days, 5 hours ago
Legal Name	4 days, 4 hours ago	4 days, 4 hours ago
DEMO business draft	4 days, 3 hours ago	19 hours ago
SUMMIT BUSINESS NAME	3 days, 20 hours ago	18 hours ago
SUMMIT BUSINESS NAME	3 days, 20 hours ago	17 hours ago
Vishal Test7	3 days, 20 hours ago	18 hours ago
SUMMIT BUSINESS NAME	3 days, 20 hours ago	3 days, 20 hours ago
DEMO business draft	3 days, 20 hours ago	3 days, 20 hours ago
SUMMIT BUSINESS NAME	3 days, 20 hours ago	3 days, 20 hours ago
SUMMIT BUSINESS NAME	3 days, 20 hours ago	3 days, 20 hours ago
RAMA CHANDRAN	2 days, 22 hours ago	2 days, 22 hours ago
Unnamed Business	2 days, 21 hours ago	2 days, 21 hours ago
James Lee	2 days, 16 hours ago	2 days, 16 hours ago
Unnamed Business	2 days, 11 hours ago	2 days, 11 hours ago



U.S. Small Business
Administration

Monitoring Origination

Monitoring PPP Loan Requests

Lenders may view their submitted loan requests and monitor their status in the approval process.

1. Click “All Loan Requests” in the left-hand menu.
2. Locate loans by filtering for status or searching for the Borrower Name, Confirmation ID, or SBA Application ID.
3. View the request status under the “Status” column.
 - Lenders will be notified why a PPP Loan Request fails validation or is rejected by SBA.

The screenshot displays the SBA Origination Dashboard. On the left sidebar, the 'Submit New PPP Loan Request' button is highlighted with a red circle and the number 1. Below it, the 'All Loan Requests' link is highlighted with a red circle and the number 2. The main content area is titled 'All Loan Requests'. At the top of this area, there is a search bar and a 'Filter by' dropdown menu. The table below lists loan requests with the following columns: Borrower Name, Submission Confirmation ID, SBA Application ID, SBA Number, Lender Application Number, Loan Amount, Status, and Created. The 'Status' column is highlighted with a red circle and the number 3. The table shows 10 entries, with the first entry being 'owner test2' and the last entry being 'SummitLegalName'. The status of the first entry is 'Under Review', and the status of the last entry is 'Under Review'. The 'Created' column shows dates from 01/09/2021 to 01/09/2021. At the bottom of the table, it says 'Showing 1 to 10 of 2,455 entries'. On the right side of the table, there is a pagination control with buttons for 'Previous', '1', '2', '3', '4', '5', '...', '246', and 'Next'.

Borrower Name	Submission Confirmation ID	SBA Application ID	SBA Number	Lender Application Number	Loan Amount	Status	Created
owner test2	984604443508	166145			\$ 4,312.00	Under Review	01/09/2021
321312312312	63e904443509	166144			\$ 32,322.00	Under Review	01/09/2021
SummitFirstName SummitLastName	5fe904443510				\$ 2,500.00	Pending Validation	01/09/2021
SummitFirstName SummitLastName	a65e04443511	166156			\$ 2,500.00	Under Review	01/09/2021
SummitFirstName SummitLastName	332504443512	166152			\$ 2,500.00	Under Review	01/09/2021
SummitLegalName	74e204443513	166163			\$ 2,500.00	Under Review	01/09/2021
SummitLegalName	819504443514	166147			\$ 2,500.00	Under Review	01/09/2021
SummitLegalName	a67c04443516	166157			\$ 2,500.00	Under Review	01/09/2021
SummitLegalName	51d204443517	166148			\$ 2,500.00	Under Review	01/09/2021
SummitLegalName	66b004443518	166146			\$ 2,500.00	Under Review	01/09/2021

Showing 1 to 10 of 2,455 entries

Previous 1 2 3 4 5 ... 246 Next

Monitoring PPP Loan Requests

Submitted loan requests will be assigned the following statuses as they are reviewed by the SBA:

Status	Definition
Pending Validation	PPP Loan Request has been submitted by Lender and is awaiting SBA acceptance.
Failed Validation	PPP Loan Request has failed validation and has not been accepted by SBA.
Under Review	PPP Loan Request is under review by SBA.
Approved by SBA	PPP Loan Request has been approved.
Not Approved by SBA	PPP Loan Request has been rejected or not approved.

Note: Due to additional front-end compliance checks, there will be a time lapse between when a Lender submits a PPP Loan Request to SBA (both First and Second Draw Requests) and when SBA provides a loan number back to the Lender. Lenders may only proceed to close the loan once the loan number is given. This time lapse does not indicate that there is insufficient PPP funds for that application.

Monitoring PPP Loan Requests – Withdrawing Submissions

Submitted loan requests may be withdrawn prior to SBA Review while still in “Pending Validation” status.

1. Locate the particular loan request in the “All Loan Requests” dashboard. Click on the Borrower Name to open the request.
2. Click “Withdraw Submission” at the bottom of the application page.
3. A pop-up window will appear noting that withdrawing applications cannot be undone. Click “OK.”

Note: Loan request submissions are typically in “Pending Validation” for at least 24 hours after submission. Lenders may submit a request to withdraw a submission via the Platform Inbox once the submission moves into “Under Review” status.

The screenshot shows the SBA U.S. Small Business Administration Origination Dashboard. On the left sidebar, the 'All Loan Requests' link is highlighted with a red box and a red circle containing the number 1. The main content area displays the 'Origination' form, which includes a list of instructions for lenders. At the bottom of the form, a red box highlights the 'Withdraw Submission' button, with a red circle containing the number 2. A pop-up window is visible in the top right corner, asking 'Are you sure you want to withdraw?' and stating 'can not be undone'. The 'OK' button in this pop-up is highlighted with a red box and a red circle containing the number 3.

SBA U.S. Small Business Administration

Forgiveness Origination

1. Origination Dashboard

2. PPP Loan Lookup

3. Submit New PPP Loan Request

4. All Loan Requests

5. Loan Request Drafts

6. Institution Settings

Are you sure you want to withdraw? can not be undone

OK Cancel

1. For a First Draw PPP Loan, the Lender has complied with the applicable lender obligations set forth in paragraphs C.3.a.-c. of the interim final rule "Paycheck Protection Program Second Draw Loans" (issued on January 6, 2021), and any amendments thereto.

For a Second Draw PPP Loan, the Lender has complied with the applicable lender obligations set forth in paragraphs (h)(2)(i)(A)-(D) of the interim final rule "Paycheck Protection Program Second Draw Loans" (issued on January 6, 2021), and any amendments thereto.

2. The Lender has obtained and reviewed the required application (including documents demonstrating qualifying payroll amounts) of the Applicant and will retain copies of such documents in the Applicant's loan file.

3. The Lender will register in sam.gov no later than thirty (30) days from the date of the first disbursement of a First Draw PPP Loan or Second Draw PPP Loan made by the Lender after January 7, 2021 and will provide SBA with the Lender's unique entity identifier.

I certify that:

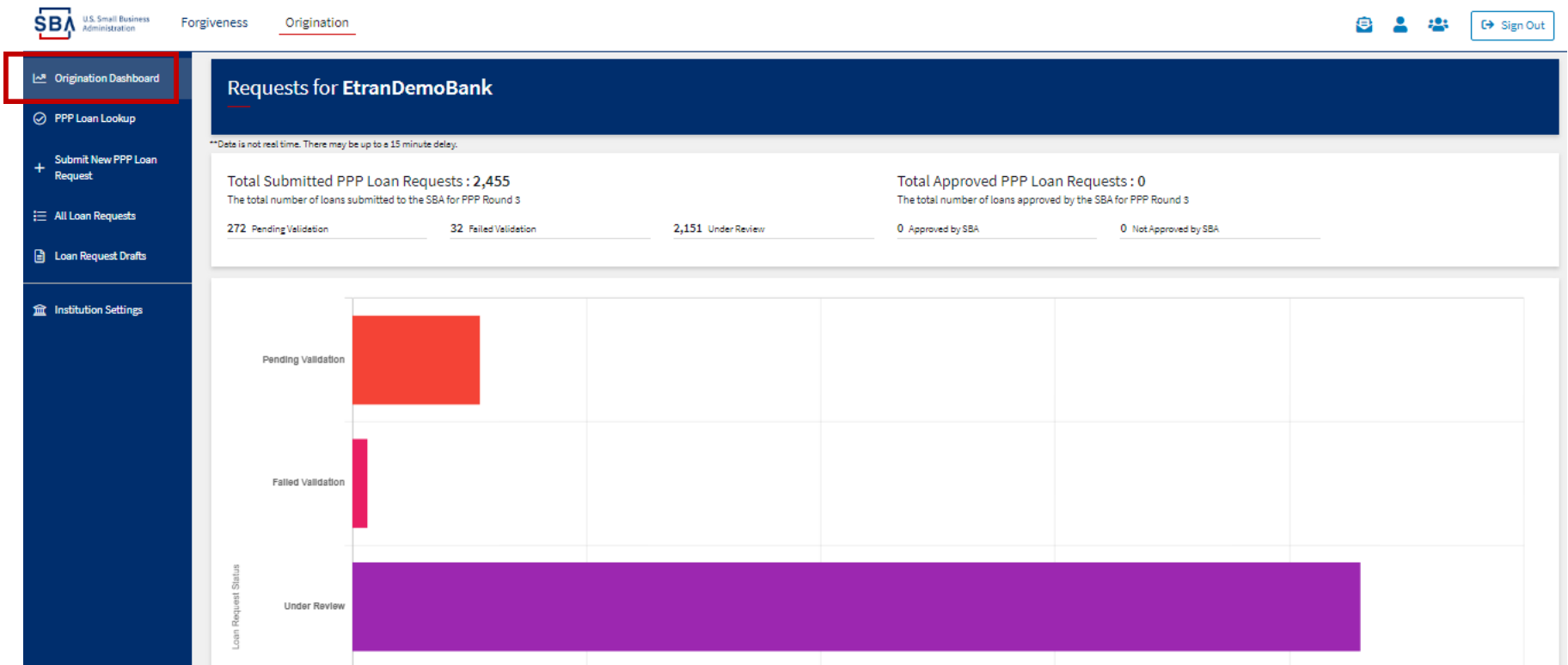
1. Neither the undersigned Authorized Lender Official, nor such individual's spouse or children, has a financial interest in the Applicant.

☐ I Confirm

2. Withdraw Submission

Monitoring PPP Loan Requests – Reporting

Admin Users may access the “Origination Dashboard” to view their institution’s total number of PPP Loan Requests submitted and the number of loans at each stage of the approval process.



Steps After Submission

- Lenders are responsible for continually monitoring the status of their loan request and responding to SBA requests for information in a timely manner.
- Once a loan request has been approved and SBA has provided an SBA Loan Number, Lenders may proceed with closing documentation.
- Lenders should continue to communicate with their borrowers as a measure of good customer service throughout the lending process.



FAQs and Additional Resources

Platform Help

Lenders may access the “Resources” dashboard for additional information about using the Platform. In this dashboard, Lenders may view tutorial videos, frequently asked questions, and links to additional policy resources. This page is available to all lender user groups (Admin, General User, Read Only).

The screenshot displays the SBA Forgiveness Platform interface. At the top left is the SBA U.S. Small Business Administration logo. In the top right corner, there are icons for user profile, a group of people, and a 'Sign Out' button. A red box highlights the 'Resources' link in the left-hand navigation menu. The main content area is titled 'Resource Center' and includes a welcome message: 'Welcome to the SBA Forgiveness Platform. This platform will allow the submission of lender decisions to the SBA. Please take time to watch our introductory video and read the materials and FAQs. We appreciate your continued efforts to support the small business community during these unprecedented times. Please let us know how we can continue to improve this platform and our services.' Below this message are links for 'Getting Started', 'Videos', 'FAQ', and 'Additional Resources'. The 'Videos' section, titled 'Helpful Videos', lists four categories: 'Admin Functions', 'Decision Submission', 'Monitoring Forgiveness', and 'User Management'. To the right of this list is a video player showing a thumbnail for 'Admin Functions' with a play button overlay.

SBA U.S. Small Business Administration

Resources

SBA Dashboard

Lookup Disbursed PPP Loans

All Forgiveness Submissions

Submit New PPP Forgiveness Decision

Proactive Loan Reviews

Drafts

Institution Settings

Resource Center

Welcome to the SBA Forgiveness Platform

This platform will allow the submission of lender decisions to the SBA. Please take time to watch our introductory video and read the materials and FAQs. We appreciate your continued efforts to support the small business community during these unprecedented times. Please let us know how we can continue to improve this platform and our services.

[Getting Started](#) [Videos](#) [FAQ](#) [Additional Resources](#)

Helpful Videos

Choose Video

- Admin Functions
- Decision Submission
- Monitoring Forgiveness
- User Management

Admin Functions

Platform Help

If Lenders have additional questions that cannot be answered via the Platform Resources, they may submit a message to the SBA via the Platform Inbox.

1. Click “Inbox” in the top banner.
2. Click on “New Message.”
3. Select a message category, draft, and submit message.

Note: Only **Admins** receive automatic access to the Platform Inbox. Admins may grant Inbox access to other users

The screenshot displays the SBA Platform Help interface. The top banner includes the SBA logo, "U.S. Small Business Administration", and navigation links for "Forgiveness" and "Origination". A "Sign Out" button is in the top right. The left sidebar contains a "Resources" section with links to "SBA Dashboard", "Lookup Disbursed PPP Loans", "All Forgiveness Submissions", "Submit New PPP Forgiveness Decision", "Proactive Loan Reviews", "Drafts", and "Institution Settings". The main content area is titled "Open Items" and features a search bar with "Message Type" and "SBA Number" dropdowns, and "Search" and "Clear" buttons. Below the search bar is a table with columns "Request", "Context", and "Message Type". The table contains one entry: "test" under "Request", "EtranDemoBank (Lancaster, PA)" under "Context", and "General Correspondence" under "Message Type". A "View Closed Items" button is in the top right of the "Open Items" section. A red box labeled "1." highlights the "Inbox" link in the top banner. A red box labeled "2." highlights the "+ New Message" button in the "Open Items" section. A red box labeled "3." highlights the "New Message" form, which includes a "Recipient" dropdown set to "SBA", a "Message type" dropdown, and a list of message categories: "General Correspondence", "Policy or Procedure Questions", "Platform Access Questions", "Payment or Reconciliation Questions", and "SBA Formal Loan Review".

Resources

SBA Dashboard

Lookup Disbursed PPP Loans

All Forgiveness Submissions

Submit New PPP Forgiveness Decision

Proactive Loan Reviews

Drafts

Institution Settings

Open Items

View Closed Items

Message Type

SBA Number

Search

Clear

Request	Context	Message Type
test	EtranDemoBank (Lancaster, PA)	General Correspondence

Showing 1 to 1 of 1 entries

Inbox

New Message

Recipient

SBA

Message type

General Correspondence

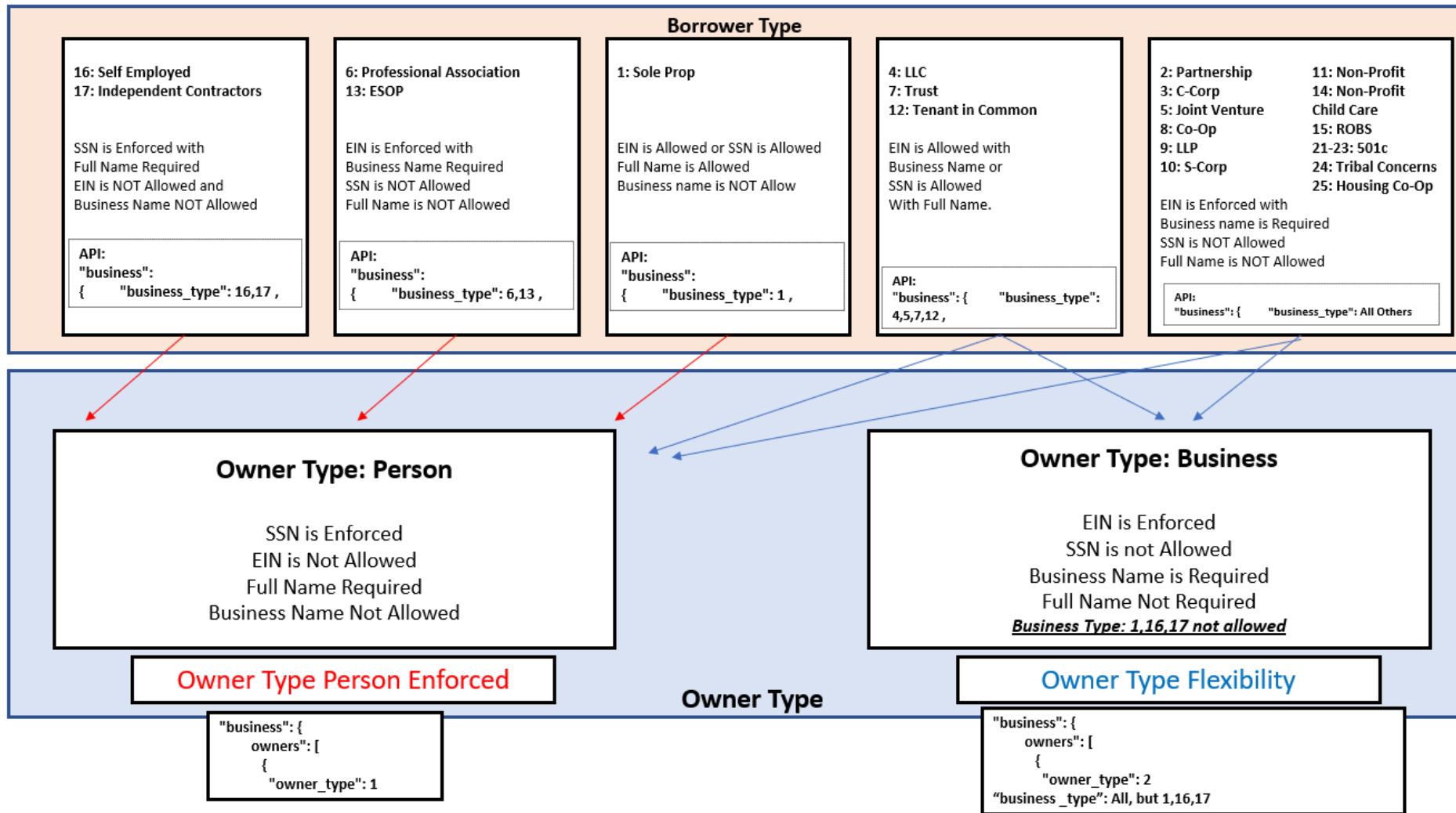
Policy or Procedure Questions

Platform Access Questions

Payment or Reconciliation Questions

SBA Formal Loan Review

Borrower and Owner Type Mapping



Additional Resources

For detailed guidance on policies and procedures related to the PPP loan program and forgiveness, please reference the following documents:

[Guidance on Accessing Capital for Minority, Underserved, Veteran and Women-Owned Business Concerns](#)

[Interim Final Rule on the Paycheck Protection Program \(PPP\) as Amended by the Economic Aid Act](#)

[Interim Final Rule on PPP Second Draw Loans](#)

[Top-line Overview of PPP First Draw Loans](#)

[Top-line Overview of PPP Second Draw Loans](#)

[PPP First Draw Borrower Application Form](#)

[PPP First Draw Lender Guaranty Application Form](#)

[PPP Second Draw Borrower Application Form](#)


[PPP Second Draw Lender Guaranty Application Form](#)

[SBA PPP Website](#)

[Treasury PPP Website](#)

Additional Resources

- If you need additional guidance, please contact the following resources:
 - SBA PPP Lender Hotline: **+1 (833) 572-0502**
 - PPP Platform Resources: <https://forgiveness.sba.gov>
 - For technical Platform questions: [Platform Inbox](#)



U.S. Small Business
Administration

SBA PPP Lender Support

Lenders are encouraged to contact the following support channels for assistance:

Origination & Forgiveness

Paycheck Protection Platform Inbox

- General PPP Origination and Forgiveness support
- Platform functionality
- Platform access
- General correspondence
- PPP Forgiveness and Origination policies and procedures
- Loan review
- Payment reconciliation

** The Platform Inbox is the suggested email correspondence method with the fastest turnaround times for questions.*

Lender Hotline (833) 572-0502

- Platform access and support
- PPP Origination and Forgiveness policies and procedures
- CAFS/ETRAN system support
- Live "hand-holding" to assist new lenders

PPPForgivenessRequests@sba.gov

- General PPP Origination and Forgiveness support

developer@ussbaforgiveness.com

- Advanced technical support
- API support
- UAT identifying errors/bugs and pain points

help@ussbaforgiveness.com

- Platform navigation
- Platform user experience issues

Loan Servicing

Servicing Center Email Inbox

- General loan servicing support (e.g., TIN changes, ETRAN information updates, etc.)
- * Lenders with borrowers in *green* states should contact Fresno: fsc.servicing@sba.gov
- * Lenders with borrowers in *yellow* states should contact Little Rock: lisc.servicing@sba.gov

File Share Links

- Document submission to Servicing Centers
 - [Fresno](#) file share
 - [Little Rock](#) file share

** Please note that these support channels are strictly intended for lenders. **Lenders are responsible for assisting their borrowers.** Additional resources can be found at [sba.gov/ppp](https://www.sba.gov/ppp).*