

Loan Forgiveness Application – 2020 PPP Loans

1. Login to the PPP forgiveness portal

Apply for forgiveness here: <https://sba-ui.fiservapps.com/smb-login-forgiveness>.

Please note that because of the SBA's system requirements, Chrome is the only effective browser for accessing the forgiveness portal.

Login Credentials - To login, you will need to enter your business name exactly as it is shown in your loan documentation and your Tax Identification Number (EIN/SSN) without any dashes or spaces. If you need assistance with your login credentials, please contact your lender.

One-Time Passcode (OTP) – For security purposes, a one-time passcode will be emailed to you each time you login. Enter the OTP as instructed to access the forgiveness portal.

2. Choose application type and enter information

The SBA currently has three different application forms. You will be able to select the appropriate application type in the forgiveness portal.

3508S – For borrowers with a loan amount under \$150,000. This is by far the simplest application available and we highly recommend that all eligible borrowers utilize it when applying for forgiveness.

3508EZ – A simplified version of the standard application form. Most, if not all, of our borrowers with loan amounts over \$150,000 should qualify to use this form.

3508 – The standard application form. By far the most time-consuming and complicated application form. This form should only be used by borrowers who do not qualify for the 3508S or the 3508EZ.

3. Upload supporting documentation

You can upload your supporting documentation directly to the application in the forgiveness portal.

If you are using application form 3508S, you are not required to submit any documentation (though you do need to maintain it in case the SBA chooses to audit the file).

If you are using application form 3508-EZ or 3508, please refer to the SBA's instructions for the documentation that is required to be submitted with your application.

4. Sign and submit the application

Once the application has been completed and documentation has been uploaded, the system will ask you to sign the application with your mouse. Upon signing, click the button to apply the signature to the application and then click Finish.