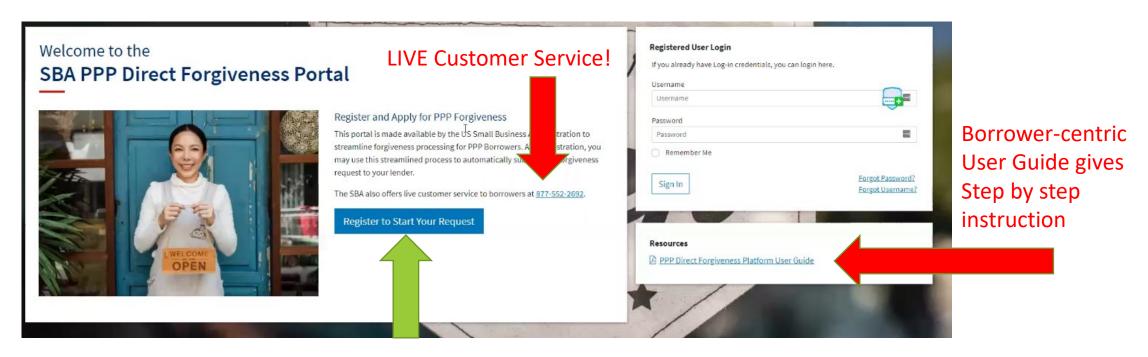
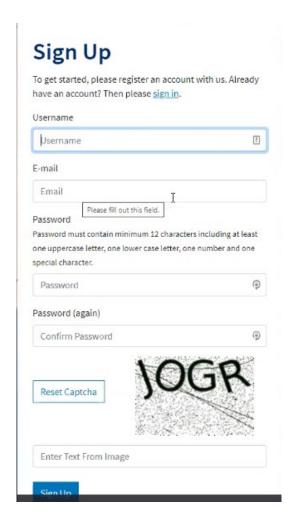
# **PPP Direct Portal**

- Borrowers will access the SBA Portal through Directforgiveness.sba.gov
- They will need their PPP loan number and their EIN/TIN/SSN in order to register.

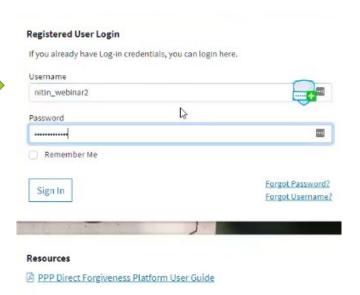




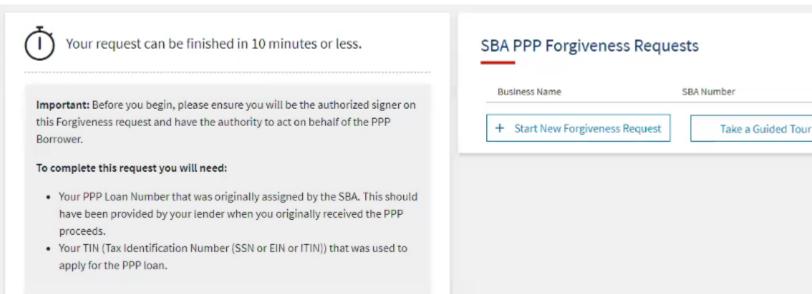


# Verify Your E-mail Address

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few minutes.





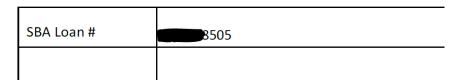




The PPP Loan Number can be found on the NOTE that the borrower signed at closing.



# **NOTE**





PPP Los

# Start Your Forgiveness Request

In order to start the SBA PPP Loan Forgiveness process, please provide your EIN or SSN or ITIN (associated with your original PPP Loan request) and SBA Loan number.



Q Find your loan





O Submission to Lender Pending

Submitted to Lender



Chris Edward  Request not Submitted				Messages	♠ Save Request
Status Helpful Links	Loan Details	Document	tation		Summary
Your Lender:  EtranDemoBank	Loan Details  This request is to be completed by applicants who are applying for SBA PPP Loan.				
General Support Phone Number:	Prefilled data (locked) was provided by your Financial Institution d submission to the SBA and cannot be updated here. If there are any details, please consult your Financial Institution, changes cannot b	discrepancies in loan			
PPP Loan Amount \$150,000.00	Section 1: Business Information				
	Business Legal Name	Di	BA or Tradename (If Applicable)		
Forgiveness Amount \$0	Chris Edward		test inc 123456789		
Your SBA Number	Business TIN (EIN/SSN/ITIN)	PI	hone Number		
3928134998	459213498		6102357800		
Your Lender Loan Number 4123456789	Business Address				
Your Current Request Status	Sample Test add1				
Request not Submitted (action required)	Sample Test add2				
E-Signature Required	Title	Primary Contact Name		Primary Email	
E-Signature Processing				nbhatia@thesummitg	rp.com

Business Industry Lookup (NAICS) 🔞





### Chris Edward Request not Submitted PPP Loan Disbursement Date (YYYY-MM-DD) 2020-11-27 Your Lender: Click this box if your lender provided you additional funds as part of a PPP loan increase. (Note: this is not a common scenario, most borrowers won't check this box) General Support Phone Number: \$ (877)552-2692 Covered Period Start Date (YYYY-MM-DD) @ 2020-11-27 PPP Loan Amount \$150,000.00 Covered Period 🔞 Forgiveness Amount 8 Weeks \$0 Covered Period End Date (YYYY-MM-DD) 2 Your SBA Number 3928134998 2021-01-21 Your Lender Loan Number Gross Receipts for 2019 Click here for details by entity type 4123456789 Ś **Your Current Request Status** Gross Receipts for 2020 Click here for details by entity type Request not Submitted \$ (action required) O E-Signature Required Employees at Time of Loan Application 2 E-Signature Processing O Submission to Lender Pending Submitted to Lender Employees at Time of Forgiveness Request (2) O Lender Decision a ---- .



# **Supporting Documents**



### Revenue Reduction Documentation Required

Please provide documentation to show Revenue Reduction. To be eligible for a Second Draw PPP Loan, you must have experienced a revenue reduction of not less than 25% in at least one quarter of 2020 compared to the same quarter in 2019. We have identified that you need to provide documentation to support your individual circumstance.

Such documentation may include any of the following:

- · relevant tax forms, including annual tax forms
- · quarterly financial statements (if relevant tax forms are not available)
- · bank statements (if relevant tax forms are not available)

Docu	ment l	Jpload	er						
Please r	name you	r files cor	ntextually	<i>/</i> .					
Each att	tachment	must be	under 3	5 megaby	tes in size	to ensure	e successfi	ul submi:	ssion. <b>DO NOT ENCRYPT</b> your documents, this will result in us being unable to process them.
Valid file	e types:								
pdf	xls	xlsx	CSV	doc	docx	jpg	jpeg	png	
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Portal integrates with Docusign directly.

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START

DocuSign Envelope ID: 4EF5471F-A68D-4C57-A7B5-08AA16E0A001

DEMONSTRATION DOCUMENT ONLY

PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave. Suite 1700 • Seattle • WHIS WINDON SCHOOL 218-0200

Paycheck Protection Programdocusion.com Expiration Date:

PPP Loan Forgiveness Application Form 3508S Revised XXXX XX, 2021

#### A BORROWER MAY USE THIS FORM ONLY IF THE BORROWER RECEIVED A PPP LOAN OF \$150,000 OR LESS

Business Legal Name ("Borrower")	DBA or Tradename, if applicable			
Chris Edward	test inc 123456789			
Business Address	NAICS Code	Business TIN (EIN, SSN, ITIN)	Business Phone	
Sample Test add1	722511	XXXXX3498	6102357800	
Sample Test add2	1	Primary Contact	E-mail Address	
		Nitin	nbhatia@thesummitg	

rp.com

	First	Draw	PPP	Loan	Х	Second	Draw	PPP	Loan	(check one)	ı
--	-------	------	-----	------	---	--------	------	-----	------	-------------	---

SBA PPP Loan Number: 3928134998 Lender PPP Loan Number: 4123456789

Original PPP Loan Amount: \$150,000.00 PPP Loan Disbursement Date: 11/27/2020

Amount of PPP Loan Increase (if applicable): \_\_\_\_\_\_ Date of PPP Loan Increase (if applicable): \_\_\_\_\_\_ Employees at Time of Loan Application: 1 \_\_\_\_\_\_ Employees at Time of Forgiveness Application: 1

Covered Period: 11/27/2020 to 05/13/2021 If Borrower (Together with Affiliates) Received

First or Second Draw PPP Loans of \$2 Million or More, Check Here:

Amount of Loan Spent on Payroll Costs: \$150,000.00 Requested Loan Forgiveness Amount: \$150,000.00

#### By Saning Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The Suthorized Representative of the Borrower certifies to all of the below by initialing next to each one.

4

The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and guidance issued by SBA through the date of this application), including the rules related to:

- eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs (including proprietor expenses for Borrowers that applied for loans using SBA Forms 2483-C or 2483-SD-C);
- . the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- · the calculation of the Borrower's Requested Loan Forgiveness Amount,

Information regarding these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.



The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 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.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the



#### Chris Edward

E-Signature Processing



#### Your Lender:

#### General Support Phone Number:

J (877)552-2692

PPP Loan Amount

\$150,000.00

Forgiveness Amount

\$150,000.00

#### Your SBA Number

3928134998

Your Lender Loan Number

4123456789

### **Your Current Request Status**

- O Request not Submitted
- O E-Signature Required
- E-Signature Processing

(no action required)

- O Submission to Lender Pending
- Submitted to Lender
- O Lender Decision

Loan Details Documentation



Thank you for Submitting your Request.

Your DocuSign is being processed and will be available on this summary tab when it is complete. **No action is required at this time**, but you can log back in later to download a copy of the PPP forgiveness 3508S DocuSign form for your records.

## Review your Forgiveness Request

Business Name	Chris Edward	Address Line 1	Sam
TIN	459213498	Address Line 2	Sam
SBA Number	3928134998	Primary Contact Phone	6102
Loan Number	4123456789	Primary Email	nbh

## Requested Forgiveness Amount

\$150,000.00

