

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.

Welcome to the
SBA PPP Direct Forgiveness Portal

LIVE Customer Service!

Register and Apply for PPP Forgiveness
This portal is made available by the US Small Business Administration to streamline forgiveness processing for PPP Borrowers. After registration, you may use this streamlined process to automatically submit your forgiveness request to your lender.

The SBA also offers live customer service to borrowers at [877-552-2692](tel:877-552-2692).

[Register to Start Your Request](#)

Registered User Login
If you already have Log-in credentials, you can login here.

Username

Password

Remember Me

[Sign In](#) [Forgot Password?](#) [Forgot Username?](#)

Resources
[PPP Direct Forgiveness Platform User Guide](#)

Borrower-centric
User Guide gives
Step by step
instruction

Sign Up

To get started, please register an account with us. Already have an account? Then please [sign in](#).

Username

E-mail

Please fill out this field.

Password

Password must contain minimum 12 characters including at least one uppercase letter, one lower case letter, one number and one special character.

Password (again)

Reset Captcha



Enter Text From Image

Sign Up



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.



Registered User Login

If you already have Log-in credentials, you can login here.

Username

Password

Remember Me

Sign In

[Forgot Password?](#)
[Forgot Username?](#)

Resources

[PPP Direct Forgiveness Platform User Guide](#)



Your request can be finished in 10 minutes or less.

Important: Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.

To complete this request you will need:

- Your PPP Loan Number that was originally assigned by the SBA. This should have been provided by your lender when you originally received the PPP proceeds.
- Your TIN (Tax Identification Number (SSN or EIN or ITIN)) that was used to apply for the PPP loan.

SBA PPP Forgiveness Requests

Business Name

SBA Number

PPP Lo:

+ Start New Forgiveness Request

Take a Guided Tour



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



U.S. Small Business Administration

NOTE


SBA Loan #	██████████ 3505
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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.

EIN or SSN or ITIN

Enter Your EIN or SSN or ITIN utilized when you submitted your loan. No dashes required

 Find your loan

SBA Loan Number

Forgot Your SBA Number? Please contact our customer service center to be authenticated and obtain your SBA Number at 877-552-2692.



Easy and Direct help is available!

Chris Edward

Request not Submitted

Messages

Save Request

Status Helpful Links

Your Lender:

EtranDemoBank

General Support Phone Number:

(877)552-2692

PPP Loan Amount

\$150,000.00

Forgiveness Amount

\$0

Your SBA Number

3928134998

Your Lender Loan Number

4123456789

Your Current Request Status

Request not Submitted

(action required)

- E-Signature Required
- E-Signature Processing
- Submission to Lender Pending
- Submitted to Lender

Loan Details

Documentation

Summary

Loan Details

This request is to be completed by applicants who are applying for forgiveness of an existing SBA PPP Loan.

Prefilled data (locked) was provided by your Financial Institution during the initial loan request submission to the SBA and cannot be updated here. If there are any discrepancies in loan details, please consult your Financial Institution, changes cannot be made in this platform.

Section 1: Business Information

Business Legal Name

Chris Edward

DBA or Tradename (If Applicable)

test inc 123456789

Business TIN (EIN/SSN/ITIN)

459213498

Phone Number

6102357800

Business Address

Sample Test add1

Sample Test add2

Title

Primary Contact Name

▼

Primary Email

nbhatia@thesummitgrp.com

Business Industry Lookup (NAICS) ?

Chris Edward

● Request not Submitted

Your Lender:

 EtranDemoBank

General Support Phone Number:

 (877)552-2692

PPP Loan Amount
\$150,000.00

Forgiveness Amount
\$0

Your SBA Number

3928134998

Your Lender Loan Number

4123456789

Your Current Request Status

● **Request not Submitted**

(action required)

- E-Signature Required
- E-Signature Processing
- Submission to Lender Pending
- Submitted to Lender
- Lender Decision

PPP Loan Disbursement Date (YYYY-MM-DD)

2020-11-27

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)

Covered Period Start Date (YYYY-MM-DD) ?

2020-11-27

Covered Period ?

8 Weeks

Covered Period End Date (YYYY-MM-DD) ?

2021-01-21

Gross Receipts for 2019 [Click here for details by entity type](#)

\$

Gross Receipts for 2020 [Click here for details by entity type](#)

\$

Employees at Time of Loan Application ?

Employees at Time of Forgiveness Request ?

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)

Document Uploader

Please name your files contextually.

Each attachment must be **under 35 megabytes** in size to ensure successful submission. **DO NOT ENCRYPT** your documents, this will result in us being unable to process them.

Valid file types:

pdf xls xlsx csv doc docx jpg jpeg png

----- ▾ Name No file chosen

If required 

Portal integrates with DocuSign directly.

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

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle, WA 98101-3442 (206) 219-0200
www.docuSign.com Expiration Date: 05/14/2021

Paycheck Protection Program
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	XXXXXX3498	6102357800
Sample Test add2		Primary Contact	E-mail Address
		Nitin	nbhatia@thesummitgroup.com

First Draw PPP Loan Second Draw PPP Loan (check one)

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 Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:
The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.

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:

EtranDemoBank

General Support Phone Number:

(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

- Request not Submitted
- E-Signature Required
- E-Signature Processing**
(no action required)
- Submission to Lender Pending
- Submitted to Lender
- 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

