



**Loan Forgiveness APPLICATION FOR SMALL BUSINESS BORROWERS**

To apply for forgiveness of your Paycheck Protection Program (PPP) loan, you (the Borrower) must complete this application on behalf of your submission, and submit it to your Lender (or the Lender that is servicing your loan). Borrowers may also complete this application electronically through their Lender.

This application has the following components: (1) the PPP Loan Forgiveness Calculation Form, (2)PPP Schedule A, (3)the PPP Schedule A Worksheet, and (4) the (optional) PPP Borrower Demographic Information Form. All Borrowers must submit (1) and (2) to their Lender.

**Instructions for PPP Loan Forgiveness Calculation Form**

**Business Legal Name ("Borrower")/SBA or Trademark (if applicable)/Business TIN, EIN, SSN:** Enter the same information as on your Borrower Application Form.

**Business Address/Business Phone/Primary Contact/E-mail Address:** Enter the same information as on your Borrower Application Form, unless there has been a change in address or contact information.

**SBA PPP Loan Number:** Enter the loan number assigned by SBA at the time of loan approval. Request this number from the Lender if necessary.

**Lender PPP Loan Number:** Enter the loan number assigned to the PPP loan by the Lender.

**PPP Loan Amount:** Enter the disbursed principal amount of the PPP loan (the total loan amount you received from the Lender).

**Employees at Time of Loan Application:** Enter the total number of employees at the time of the Borrower's PPP Loan Application.

**Employees at Time of Forgiveness Application:** Enter the total number of employees at the time the Borrower is applying for loan forgiveness.

**PPP Loan Disbursement Date:** Enter the date that you received the PPP loan proceeds from the Lender. If loan proceeds were received on more than one date, enter the first date on which you received PPP loan proceeds.

**EIDL Advance Amount:** If the Borrower received an Economic Injury Disaster Loan (EIDL) advance, enter the amount.

**EIDL Application Number:** If the Borrower applied for an EIDL, enter the Borrower's EIDL Application Number.

**Payroll Schedule:** Describe how that corresponds to your payroll schedule.

**Covered Period:** Enter the eight-week (56-day) Covered Period of your PPP loan. The first day of the Covered Period must be the same as the PPP Loan Disbursement Date. For example, if the Borrower received its PPP loan proceeds on Monday, April 20, the first day of the Covered Period is April 20 and the last day of the Covered Period is Sunday, June 14.

**Alternative Payroll Covered Period:** For administrative convenience, Borrowers with a flexibility (or more frequent) payroll schedule may wish to calculate eligibility payroll covering the eight-week (56-day) period beginning on the first day of their first pay period following their PPP Loan Disbursement Date (the "Alternative Payroll Covered Period"). For example, if the Borrower received its PPP loan proceeds on Monday, April 20, and the first day of its longest period following its PPP loan Disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday, June 26. Borrowers who elect to use the Alternative Payroll Covered Period must apply the Alternative Payroll Covered Period whenever there is a difference in the application to "the Covered Period or the Alternative Payroll Covered Period." However, Borrowers must apply the Covered Period (not the Alternative Payroll Covered Period) whenever there is a difference in the application to "the Covered Period" only.

**If Borrower Received PPP Loans in Excess of \$2 million:** Check the box if the Borrower, together with its affiliates (in the same corporate family) SBA's estimate that was on effective 10/29/2020 (April 15, 2020) and Bureau of Economic Analysis (BLS) S.C. 0702(N20)2016, received PPP loans with an original principal amount in excess of \$2 million.

**Employee Amount Calculation (see Summary of Costs Eligible for Forgiveness below)**

**Line 1:** Enter total eligible payroll costs incurred or paid during the Covered Period or the Alternative Payroll Covered Period.