



## Your patience is appreciated.

Dear Valued Customer,

Thank you for showing interest in a Paycheck Protection Program (PPP) loan at Summit State Bank (Summit). As you can imagine, we have been inundated with interest and applications as well as questions regarding the status of your loan. We have loans in various stages:

- Those that have filled out an application and provided the necessary supporting documents, your application will be processed as quickly as possible. We are rapidly catching up on getting all completed applications into the eTRAN system at the SBA which secures your funds. Once your funds have been secured, we will email you for notification. From there the loan will be underwritten, approved, and documented. Once documented, the documents will be dropped back in your box.com folder for your downloading and signature. Once you have signed your documents, please upload them to your box.com folder and mail your originals as indicated on your HOW TO APPLY directions. As soon as we pull your scanned and executed documents from your box.com folder, your loan will be funded.
- Please be advised as of today April 10th, the SBA has yet to provide an SBA Loan Authorization and SBA Loan Note for PPP lending. Until those items are provided to Summit, the documentation and funding phase of the program is delayed.
- Those that have not filed applications or have filed incomplete applications: As we review your file, if it is deemed incomplete, someone will contact you. Please complete your application as soon as possible so we can review and process it to secure your funds through the SBA. The same is true if you have not completed an application. The relationship managers have been calling customers who have yet to complete or start an application but have stated they are interested. Please submit those as soon as possible so we can get you an SBA authorization number and secure your funds.

**We know you are anxious to hear some news. We ask that you please do not call or email the relationship managers for status checks on your application. We will get to it as quickly as possible and they are inundated with calls and emails such that it takes away from processing time. We thank you for this consideration and appreciate your patience, as it will help everyone's applications get done sooner. Our goal is to help all of you as quickly as possible.**

Thank you for your relationship with Summit State Bank.  
Sincerely,

Brian Reed  
EVP/Chief Credit Officer  
Summit State Bank