



## Important News About Your PPP Loan

Dear Valued Customer,

This is an update to the communication of 4/10.

We have been working diligently for you and our community. If you are receiving this email, you have received an authorization number from the SBA and your loan is in process of documentation. The authorization number secures your place for access to the PPP loan.

Please look at your box.com folder frequently. We are doing documents and funding loans. Once your PPP documents have been done:

Summit will upload your documents to your box.com folder.

From there you will need to go into your box.com folder and:

- Download the documents,
- Sign the documents,
- Scan all documents,
- Upload the copies back to your box.com folder
- Send an email to [PPPDocs@summitstatebank.com](mailto:PPPDocs@summitstatebank.com) notifying us that you have uploaded your signed documents

This will need to be done as soon as possible to adhere to the SBA requirement that PPP loans are funded within ten days of receiving your SBA authorization.

- Once you have uploaded your executed documents, your loan will fund within 48 hours.
- Please also note that your original documents will need to be mailed to: ATTN: Cindy McConnell, Summit State Bank, 500 Bicentennial Way, Santa Rosa, CA 95403.

Please be sure to review all documents. The PPP loan can only be used for specific purposes, which will be detailed on your Promissory Note. Additionally, please review the Disbursement Authorization to make sure the loan is funding to the appropriate Summit account. If not, you can write that account number in, as long as the name on the account matches the Borrowing entity on the Promissory Note.

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 documentation. We thank you for this consideration and appreciate your patience, as it will help everyone's documents 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