**Instructions for submitting your application for loan forgiveness**

**SUBMIT YOUR LOAN FORGIVENESS PACKAGE?**

* While the Small Business Administration (SBA) is not accepting applications for forgiveness, you may submit your request to the bank as soon as you have exhausted your loan proceeds.
* Visit our PPP Resource Site at <https://www.summitstatebank.com/covid-19-assistance.php> for applications and other information.

**Please provide the following required documentation items to support the eligible usage of your loan proceeds during the covered period, following the funding of your PPP loan:**

* Copies of payroll tax reports filed with the IRS (including Forms 941, state income and unemployment tax filing reports) or equivalent third-party payroll service provider reports.
* Copies of payroll reports for each pay period (including partial pay periods in some cases). Gross wages including Paid Time Off (PTO), which might include vacation, sick and other PTO, in addition to supporting documentation for the Full-time Equivalent (FTE) calculations should be included.
* Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company. Copies of monthly invoices should suffice.
* Documentation of all retirement plan funding by the employer. Copies of workpapers, schedules and remittances to the retirement plan administrator should be available.
* Copies of all real estate lease agreements incurred prior to February 15, 2020 should be presented along with proof of payment. Cancelled checks should be sufficient. If your payment is on auto-debit from your bank account, we will need a copy of your bank statements showing these payments and/or;
* Copies of all mortgage statements of interest paid on company occupied commercial real estate for debt obligations incurred prior to February 15, 2020 should be presented along with proof of payment. Cancelled checks should be sufficient. If your payment is on auto-debit from your bank account, we will need a copy of your bank statements showing these payments and/or;
* Copies of cancelled checks, statements or other evidence of eligible utilities paid.

Note, for Self-Employed Income for single-member LLCs, sole-proprietorships, Independent Contractors, Self-employed individuals please include the following information:

* Evidence via cancelled checks of total amount paid to owner-employee/self-employed individual/general partners not to exceed $20,833 in cash compensation for line 1 of the PPP Schedule A in the loan forgiveness application.

**HOW TO SUBMIT YOUR COMPLETE LOAN FORGIVENESS PACKAGE**

*PLEASE NOTE – IT IS VERY IMPORTANT THAT YOU SUBMIT A COMPLETE PACKAGE. DUE TO CURRENT LOAN PROCESSING VOLUME, IF YOUR PACKAGE IS NOT COMPLETE, IT COULD DELAY THE LOAN FORGIVENESS PROCESS.*

* Upload the following items to your box.com folder, sent to you previously during the application process:
  + Completed PPP Loan Forgiveness Application, pages 3, 4 and 6. These pages represent the PPP Loan Forgiveness Calculation Form, Borrower certifications and signature, and PPP Schedule A.
  + The supporting documents, as noted above.
* Once you have uploaded your COMPLETE PACKAGE, please send the following email to [PPP@summitstatebank.com](mailto:PPP@summitstatebank.com):
  + Subject Line: Complete Forgiveness Package Uploaded
  + Body of the email should include the Applicant Name and contact information.