



For Borrowers
 Paycheck Protection Program (PPP) borrowers may be eligible for loan forgiveness if the funds were used for eligible specified costs, operations or business mortgage interest payments, rent or utilities covering the first or second period after disbursement. A borrower can apply for forgiveness once in the next 180 days after the end of the covered period. For more information, borrowers can apply for forgiveness and file the application with the lender. For more information, borrowers can apply for forgiveness and file the application with the lender. For more information, borrowers can apply for forgiveness and file the application with the lender.

How to Apply for Loan Forgiveness

1. Contact your PPP Lender and complete the correct form

That lender will provide you with either the SBA Form 3508, SBA Form 3508EZ, SBA Form 3508S, or a similar application.

The lender will also provide you with the application and the supporting documents you need to complete the application. Your lender can provide further guidance on how to submit the application.

2. Complete your documentation

Prepare the following documents that will be needed with the completed application:

• Bank account statement or third party payroll service provider reports documenting the amount of employee payroll for the period.

• Tax forms for an individual third party payroll service provider reports for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period.

• Payroll tax filings (quarterly or that will be required, to the IRS typically Form 941) and other payroll tax forms and federal employer reporting and unemployment insurance.

• Other records or that will be required, with relevant dates.

• Payroll records, cancelled checks, or other documents documenting the amount of any employee or independent contractor payroll for the period that overlaps with the Covered Period or the Alternative Payroll Covered Period.

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Dear Customers,

We are writing to inform you of important news for anyone who had a PPP Loan Payment date of 12/1/20 or 1/1/21.

Your loan payment date has been deferred 10 months from the date we disbursed your loan, pending receipt and processing of your forgiveness application.

We want to make sure that if you are eligible to have your PPP loan forgiven, that you have completed and submitted your loan application to us, along with the supporting documentation as

referenced in the instructions for the corresponding Application form you will use.

Please find below links to the latest Instructions and Applications as well as an updated Factsheet from the SBA. As a reminder, we have all of the PPP Forgiveness Instructions and Applications posted on our website, [scroll to the Resource Page drop down](#). If you require assistance from your Relationship Manager, please send a request to ppp@summitstatebank.com.

If you have already submitted your completed applications, thank you and disregard this message.

[PPP Forgiveness Factsheet](#)

[PPP Instructions for Form 3508S](#)
[PPP Application Form 3508S](#)

[PPP Instructions Form 3508EZ](#)
[PPP Application Form 3508EZ](#)

[PPP Instructions Form 3508](#)
[PPP Application Form 3508](#)

Thank you and we appreciate your business.

Sincerely,

Michael Castlio
 Senior Vice President and Chief Credit Officer

Summit State Bank | [Visit our Website](#)

