



U.S. Small Business
Administration

薪资保护计划

直接贷款免还门户 用户指南

最新修订：2021年8月4日

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U.S. Small Business
Administration

直接贷款免还门户


注册

直接贷款免还门户


- PPP 直接贷款免还门户可以在 <https://directforgiveness.sba.gov> 访问
- 直接贷款免还门户允许贷款不超过 150,000 美元的 PPP 借款人通过提交简单的预填定申请表直接向 SBA 申请免还。
- 建议使用 **MS Edge** 或 **Google Chrome** 浏览器以获得最佳体验。
- 使用此门户需要新的注册。



Welcome to the SBA PPP Direct Forgiveness Portal



Register and Apply for PPP Forgiveness

 The SBA PPP Direct Forgiveness Portal is currently operating under an invite only pilot period. The platform is scheduled to publicly launch in the near future. This platform will be available for PPP Borrowers with loans \$150k and below. The SBA and your PPP lender will share more information upon launch.

[Register to Start Your Request](#)

Registered User Login

If you already have Log-in credentials, you can login here.

Username

Username

Password

Password

☐ Remember Me

Sign In

[Forgot Password?](#)
[Forgot Username?](#)

Resources

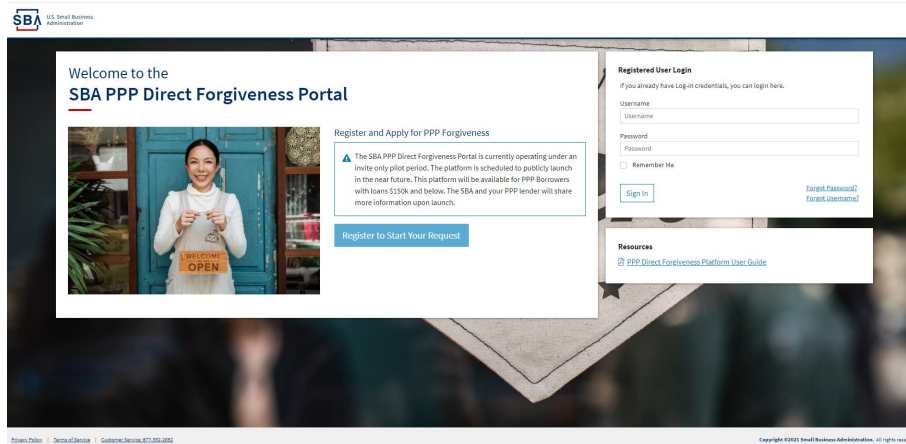
[PPP Direct Forgiveness Platform User Guide](#)

[Privacy Policy](#) | [Terms of Service](#) | [Customer Service: 877-552-2692](#)

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直接贷款免还门户—新的注册

首先，**选择—注册以开始您的申请**



1. **输入—创建唯一的用户名**
2. **输入—使用您的电子邮件地址**
 - 企业应可以在任何特定时间访问此电子邮件
 - 创建注册后无法更改电子邮件地址
3. **输入—密码**
 - 密码必须符合安全标准
4. **重新输入—您的密码**
5. **输入—验证码字符**
6. **选择—注册**

The image shows a 'Sign Up' form with the following fields and steps:

- 1. Username
- 2. E-mail
- 3. Password (Note: Password must contain minimum 12 characters including at least one uppercase letter, one lower case letter, one number and one special character.)
- 4. Password (again)
- 5. Enter Text From Image (Next to a captcha image showing the letters 'JKQM')
- 6. Sign Up button

直接贷款免还门户—注册电子邮件

注册人将收到两封电子邮件以完成注册并授予对门户的访问权限。完成每个步骤以访问申请门户。

1 Verify Your E-mail Address

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few minutes.

3 Confirm E-mail Address

Please confirm that [redacted] is an e-mail address for user [redacted]

Confirm



2

Greetings from the SBA PPP Forgiveness Fund

You're receiving this e-mail because user [redacted] has given yours as an e-mail address to connect their account. You can confirm your account by going to the link below.

Click this link to continue registration

[Privacy Policy](#) | [Terms of Use](#)

Copyright © SBA PPP Forgiveness Portal. All rights reserved.



4

Greetings from the SBA PPP Forgiveness Fund

You are receiving this email because you have successfully registered on the SBA PPP Forgiveness Platform. You may now continue with your application process and submission.




[Privacy Policy](#) | [Terms of Use](#)

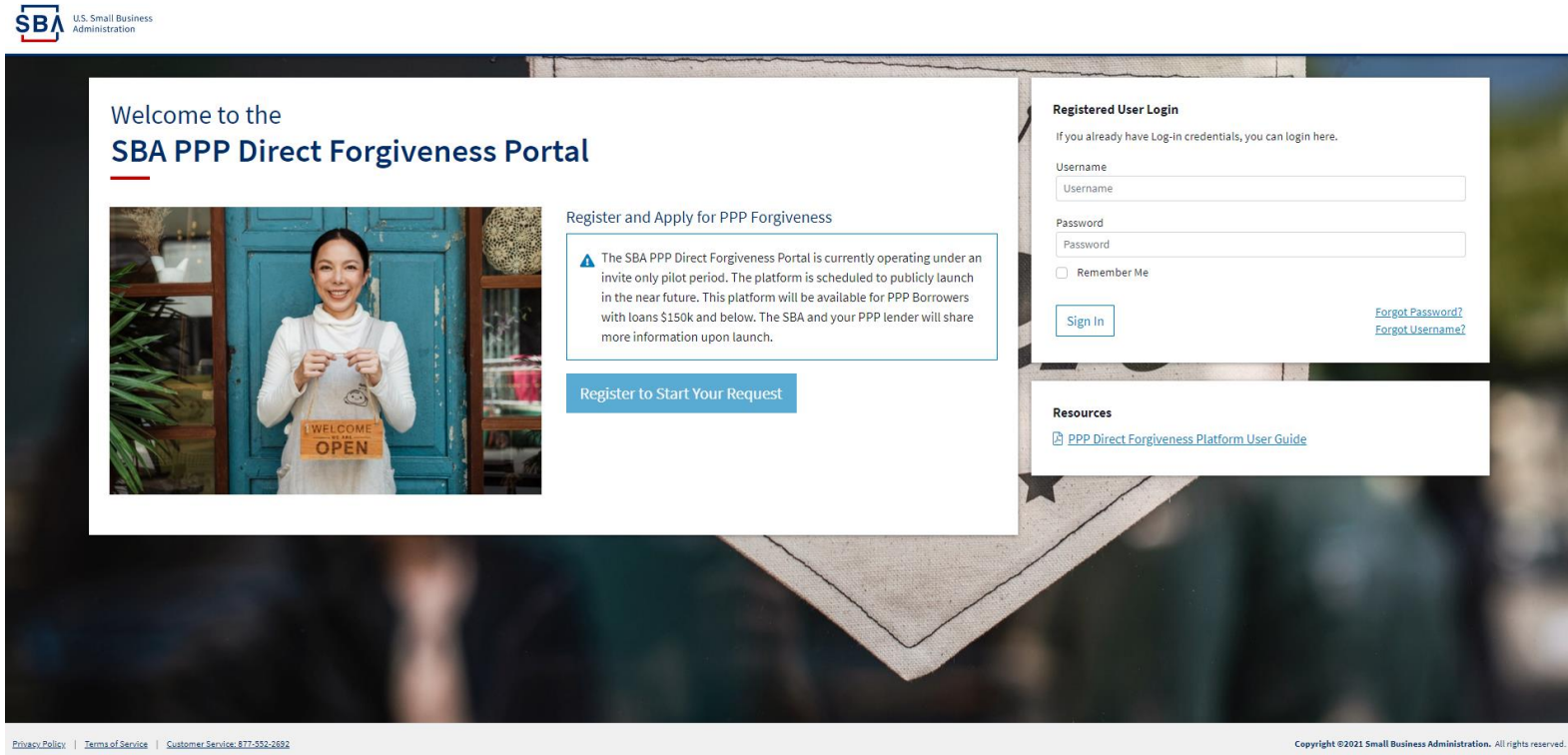
Copyright © SBA PPP Forgiveness Portal. All rights reserved.

一旦您提供并验证了您的电子邮件地址，将无法更改。

直接贷款免还门户—登录

注册完成并确认电子邮件后，申请人可以访问 PPP 直接贷款免还门户。


1.  **输入**—创建的用户名
2.  **输入**—创建的密码
3.  **选择**—登录



U.S. Small Business Administration

Welcome to the SBA PPP Direct Forgiveness Portal

Register and Apply for PPP Forgiveness

 The SBA PPP Direct Forgiveness Portal is currently operating under an invite only pilot period. The platform is scheduled to publicly launch in the near future. This platform will be available for PPP Borrowers with loans \$150k and below. The SBA and your PPP lender will share more information upon launch.

[Register to Start Your Request](#)

Registered User Login

If you already have Log-in credentials, you can login here.

Username

Password

☐ Remember Me

[Sign In](#) [Forgot Password?](#) [Forgot Username?](#)

Resources

[PPP Direct Forgiveness Platform User Guide](#)

[Privacy Policy](#) | [Terms of Service](#) | [Customer Service: 877-552-2692](#)

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提供密码重置和忘记密码链接。

短信双因素验证

所有平台用户在登录时都会遇到双因素身份验证。必须使用美国的手机号码。提供商不得是 VOIP（IP 语音）电话运营商。

The screenshot shows the SBA's 'Setup SMS Two-Factor Authentication' form. The form is titled 'Setup SMS Two-Factor Authentication' and includes a sub-header 'Please enter a United States based mobile phone number in order to protect your account. Business Phone (solutions such as Google Voice or related VOIP) services may not work properly.' Below this, there is a 'Phone Number' label and a text input field. A blue 'Verify' button is positioned below the input field. The background of the form is a blurred image of a person's face. At the bottom of the form, there are links for 'Privacy Policy' and 'Terms of Service', and a copyright notice: 'copyright ©2021 Small Business Administration. All rights reserved.'

短信将发送到所提供的手机号码上。

The screenshot shows the SBA's 'Enter your SMS Token' form. The form is titled 'Enter your SMS Token' and includes a sub-header 'Please provide the SMS token you received for validation'. Below this, there is a 'Token via SMS' label and a text input field. A blue 'Verify' button is positioned below the input field. A link 'Didn't receive a text? Click here to resend.' is located below the input field. The background of the form is a blurred image of a person's face. At the bottom of the form, there are links for 'Privacy Policy' and 'Terms of Service', and a copyright notice: 'copyright ©2021 Small Business Administration. All rights reserved.'

Overlaid on the bottom left of the form is a red-bordered box containing a text message from the SBA. The message reads: 'Your SBA PPP Forgiveness Production security code is 2642409'. Below the message is a 'Text Message' input field with a green arrow icon to its right.



U.S. Small Business
Administration

直接贷款免还门户

申请提交

直接贷款免还门户—主页

门户有许多工具可以帮助简化提交过程。

1. 开始新的免还请求
2. 访问此前已开始/已提交的贷款免还请求
3. 查看和编辑个人资料
4. 查看收件箱（发送至/来自 SBA 的消息）
5. 帮助—查看提交申请的常见问题解答和提示
6. 导览—解释进行申请的分步说明。

The screenshot shows the SBA PPP Forgiveness Requests portal homepage. The interface includes a top navigation bar with the SBA logo, "U.S. Small Business Administration", and links for "All Requests" and "Start New Forgiveness Request". A "Sign Out" button is in the top right. The main content area features a left sidebar with a clock icon and the text "Your request can be finished in 10 minutes or less." Below this is an "Important" note about authorization and a list of requirements to complete the request. The right sidebar is titled "SBA PPP Forgiveness Requests" and contains a table with columns for "Business Name", "SBA Number", "PPP Loan Draw", and "Status". Below the table are two buttons: "Start New Forgiveness Request" and "Take a Guided Tour". A "Need Help?" link is in the bottom right corner. Numbered callouts (1-6) highlight specific elements: 1 points to the "Start New Forgiveness Request" button; 2 points to the "All Requests" link; 3 points to the "Sign Out" button; 4 points to the "Need Help?" link; 5 points to the "Take a Guided Tour" button; and 6 points to the "Start New Forgiveness Request" button.

SBA U.S. Small Business Administration

All Requests Start New Forgiveness Request Sign Out

1 Your request can be finished in 10 minutes or less.

Important: Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.

To complete this request you will need:

- Your PPP Loan Number that was originally assigned by the SBA. This should have been provided by your lender when you originally received the PPP proceeds.
- Your TIN (Tax Identification Number (SSN or EIN or ITIN)) that was used to apply for the PPP loan.

SBA PPP Forgiveness Requests

Business Name	SBA Number	PPP Loan Draw	Status
1 + Start New Forgiveness Request 6 Take a Guided Tour			

4 3

5 Need Help?

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直接贷款免还门户—开始新的请求

🖱️ 选择—开始新的贷款免还请求

SBA U.S. Small Business Administration | All Requests | Start New Forgiveness Request | Sign Out

Your request can be finished in 10 minutes or less.

Important: Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.

To complete this request you will need:

- Your PPP Loan Number that was originally assigned by the SBA. This should have been provided by your lender when you originally received the PPP proceeds.
- Your TIN (Tax Identification Number (SSN or EIN or ITIN)) that was used to apply for the PPP loan.

SBA PPP Forgiveness Requests

Business Name	SBA Number	PPP Loan Draw	Status
---------------	------------	---------------	--------

[+ Start New Forgiveness Request](#) [Take a Guided Tour](#)

1. 🖱️ **输入—EIN、SSN 或 ITIN**
2. 🖱️ **输入—SBA 贷款金额**
3. 🖱️ **选择—查找您的贷款**

SBA U.S. Small Business Administration | All Requests | Start New Forgiveness Request | Sign Out

Your request can be finished in 10 minutes or less.

Important: Before you begin, please ensure you will be the authorized signer on this Forgiveness request and have the authority to act on behalf of the PPP Borrower.

To complete this request you will need:

- Your original PPP Loan Amount. This should have been provided by your lender when you originally received the PPP proceeds.
- Your TIN (Tax Identification Number (SSN or EIN or ITIN)) that was used to apply for the PPP loan.

Start Your Forgiveness Request

In order to start the SBA PPP Loan Forgiveness process, please provide your EIN or SSN or ITIN (associated with your original PPP Loan request) and SBA Loan amount.




EIN or SSN or ITIN PPP Loan Amount

1 Enter Your EIN or SSN or ITIN utilized when you submitted your loan. No dashes required. 2 Don't know your loan amount? [Click here to look up by SBA loan number instead.](#) 3 [Find your loan](#)

已采取的安全措施将防止重复申请。

直接贷款免还门户—贷款详情（第 1 部分）

大多数贷款信息将被填充并被锁定以进行编辑。在提交贷款免还请求之前，必须通过 PPP 贷款机构更新任何不正确的信息。

1.  **选择**—从下拉菜单中选择适当的**职称**。
2.  **输入**—主要联系人姓名（名字/姓氏）。
3.  **输入**—行业查找（**选择最佳选项**）。

The screenshot displays the SBA Direct Forgiveness Request Submission process. The top navigation bar includes the SBA logo, "U.S. Small Business Administration", and links for "All Requests" and "Start New Forgiveness Request". The user's status is "Request not Submitted".





The main content area is divided into three tabs: "Loan Details", "Documentation", and "Summary". The "Loan Details" tab is active, showing a note: "This request is to be completed by applicants who are applying for forgiveness of an existing SBA PPP Loan. Prefilled data (locked) was provided by your Financial Institution during the initial loan request submission to the SBA and cannot be updated here. If there are any discrepancies in loan details, please consult your Financial Institution, changes cannot be made in this platform." A callout box states: "All locked (GRAY) fields must be updated by lender prior to Direct Forgiveness Request Submission." The "Loan Details" section is further divided into "Section 1: Business Information", which includes fields for Business Legal Name, DBA or Tradename (If Applicable), Business TIN (EIN/SSN/ITIN), Phone Number, Business Address, Title, Primary Contact Name, Primary Email, and Business Industry Lookup (NAICS).

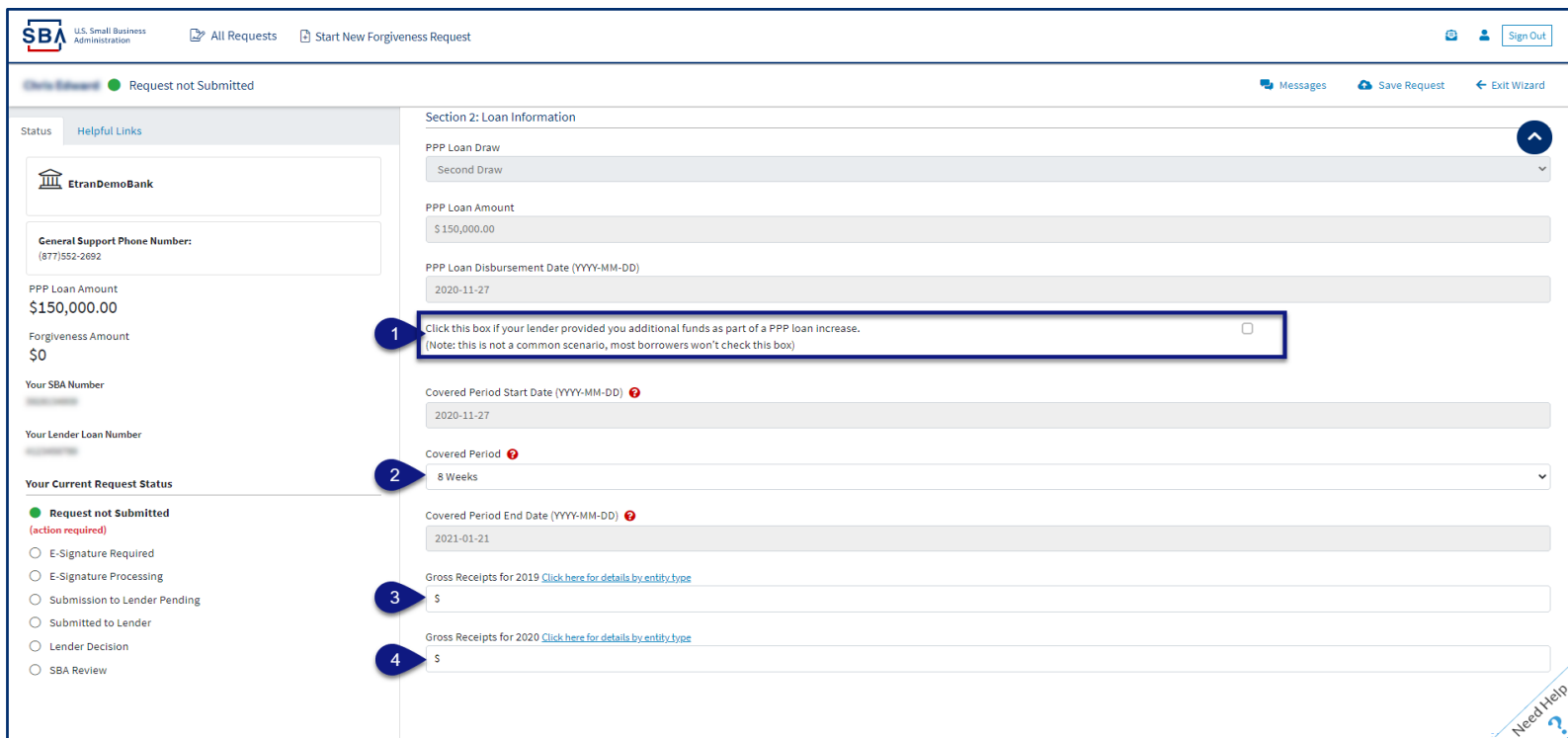
The "Your Current Request Status" section shows a "Request not Submitted" status with a note "(action required)". The status list includes: E-Signature Required, Submission to Lender Pending, Submitted to Lender, Lender Decision, and SBA Review.

Annotations highlight the "Helpful Links" section, the "Loan Details" note, and the "Request not Submitted" status.

 选择一点击问号以获取与这些字段相关的详细信息

直接贷款免还门户—贷款详情（第 2 部分）

1.  **勾选**—贷款机构是否在初次放款后提供额外资金作为 PPP 贷款增加的一部分。（不常见）
2.  **选择**—从下拉菜单中选择涵盖期间（8 周、24 周、或者 8 至 24 周之间）
3.  **输入**—2019 年的收入总额。
4.  **输入**—2020 年的收入总额。











The screenshot displays the SBA Direct Loan Forgiveness Request Form, specifically Section 2: Loan Information. The form is titled "Request not Submitted" and includes a "Status" section on the left with a "Helpful Links" tab. The main form area contains several fields and sections:

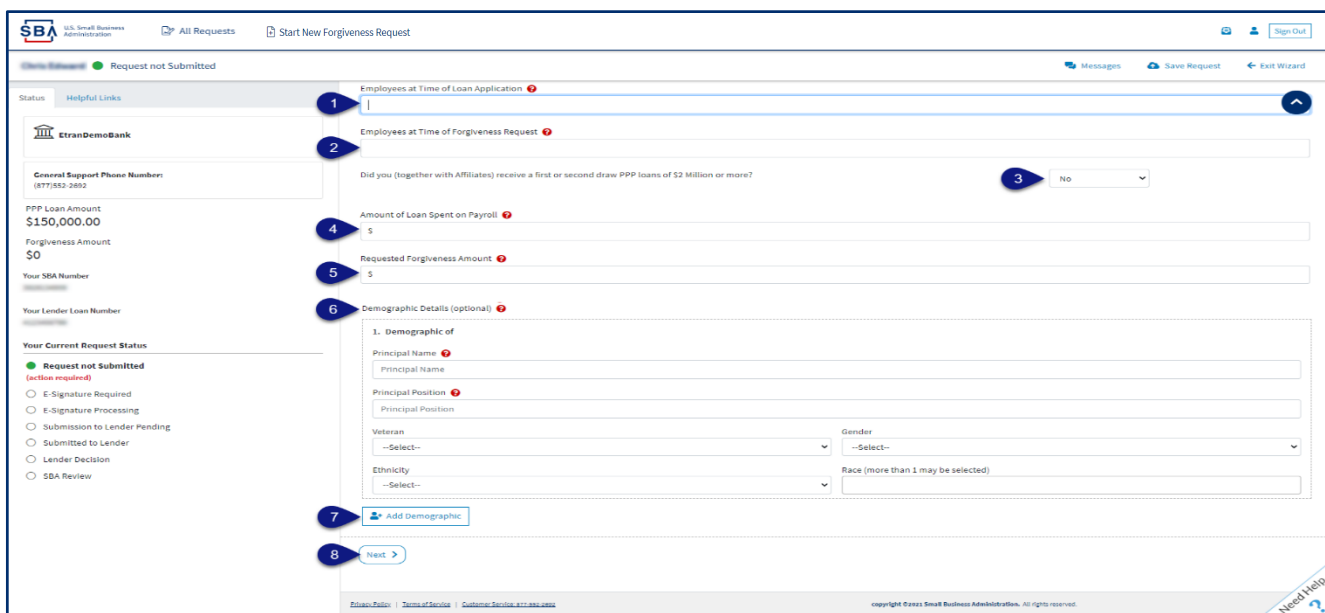
- PPP Loan Draw:** Second Draw (dropdown menu)
- PPP Loan Amount:** \$ 150,000.00
- PPP Loan Disbursement Date (YYYY-MM-DD):** 2020-11-27
- Additional Funds:** A checkbox labeled "Click this box if your lender provided you additional funds as part of a PPP loan increase. (Note: this is not a common scenario, most borrowers won't check this box)". This field is highlighted with a blue circle and the number 1.
- Covered Period Start Date (YYYY-MM-DD):** 2020-11-27
- Covered Period:** 8 Weeks (dropdown menu). This field is highlighted with a blue circle and the number 2.
- Covered Period End Date (YYYY-MM-DD):** 2021-01-21
- Gross Receipts for 2019:** \$ (input field). This field is highlighted with a blue circle and the number 3.
- Gross Receipts for 2020:** \$ (input field). This field is highlighted with a blue circle and the number 4.

At the bottom right, there is a "Need Help?" link with a question mark icon.

 选择一 点击问号以获取与这些字段相关的详细信息

直接贷款免还门户—贷款详情（第 2 部分-续）

1.  输入—PPP 贷款申请时的雇员人数
2.  输入—申请贷款免还时的雇员人数（迄今）。
3.  选择—从下拉菜单中选择“是/否”。
4.  输入—在薪资方面花费的 PPP 金额。
5.  输入—申请的免还金额。
6.  输入—人口统计详细信息（可选且不会影响贷款免还请求）。
7.  选择—添加人口统计信息（如有必要）
8.  选择—下一步。



The screenshot shows the SBA Direct Loan Forgiveness Request form. The form is titled "Request not Submitted" and includes a "Status" section on the left. The main form area contains several sections with numbered callouts:





- 1. Employees at Time of Loan Application
- 2. Employees at Time of Forgiveness Request
- 3. Did you (together with Affiliates) receive a first or second draw PPP loans of \$2 Million or more?
- 4. Amount of Loan Spent on Payroll
- 5. Requested Forgiveness Amount
- 6. Demographic Details (optional)
- 7. Add Demographic
- 8. Next

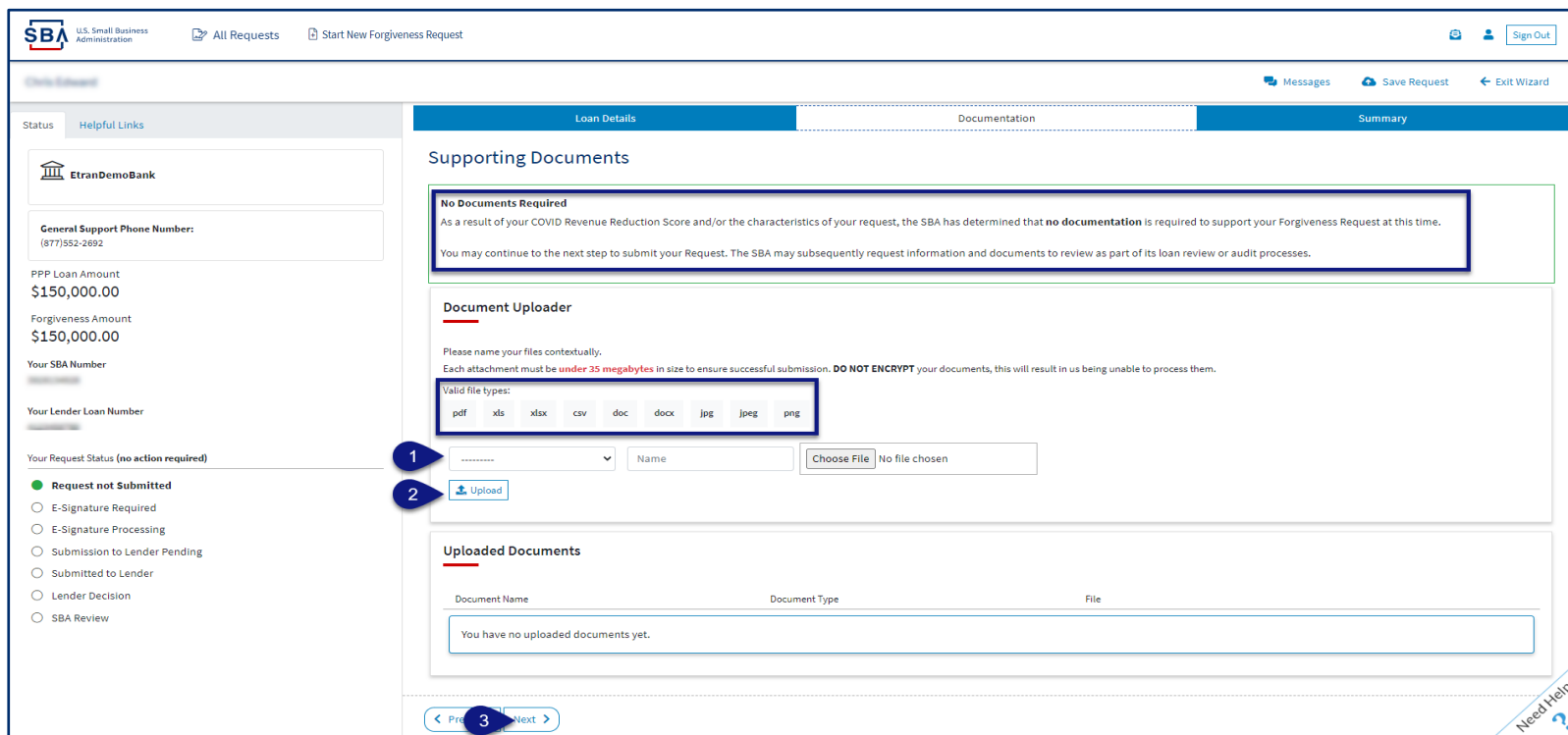
The form also includes a "Your Current Request Status" section on the left, which lists the status of the request and provides links to "Request not Submitted", "E-Signature Required", "E-Signature Processing", "Submission to Lender Pending", "Submitted to Lender", "Lender Decision", and "SBA Review".

 选择—点击问号以获取与这些字段相关的详细信息

直接贷款免还门户一无文件

所需文件将显示在下面的屏幕上（如果适用）。

1.  **选择**—从下拉菜单中选择文件类型，命名文件，然后  **选择**—选择文件。从您的设备中找到并选择文件。（列出了可接受的文件类型）
2.  **选择**—上传。
 - 重复步骤 1-2，直到所有要求的文件均已上传完毕。
3.  **选择**—下一步



SBA U.S. Small Business Administration

All Requests Start New Forgiveness Request

Sign Out

Messages Save Request Exit Wizard

Status Helpful Links

EtranDemoBank

General Support Phone Number:
(877)552-2692

PPP Loan Amount
\$150,000.00

Forgiveness Amount
\$150,000.00

Your SBA Number
[Redacted]

Your Lender Loan Number
[Redacted]

Your Request Status (no action required)

- Request not Submitted
- E-Signature Required
- E-Signature Processing
- Submission to Lender Pending
- Submitted to Lender
- Lender Decision
- SBA Review

Loan Details Documentation Summary

Supporting Documents

No Documents Required
As a result of your COVID Revenue Reduction Score and/or the characteristics of your request, the SBA has determined that **no documentation** is required to support your Forgiveness Request at this time.
You may continue to the next step to submit your Request. The SBA may subsequently request information and documents to review as part of its loan review or audit processes.

Document Uploader
Please name your files contextually.
Each attachment must be **under 35 megabytes** in size to ensure successful submission. **DO NOT ENCRYPT** your documents, this will result in us being unable to process them.

Valid file types:
pdf xls xlsx csv doc docx jpg jpeg png

1 [Dropdown] Name [Choose File] No file chosen

2 [Upload]

Uploaded Documents




Document Name	Document Type	File
You have no uploaded documents yet.		

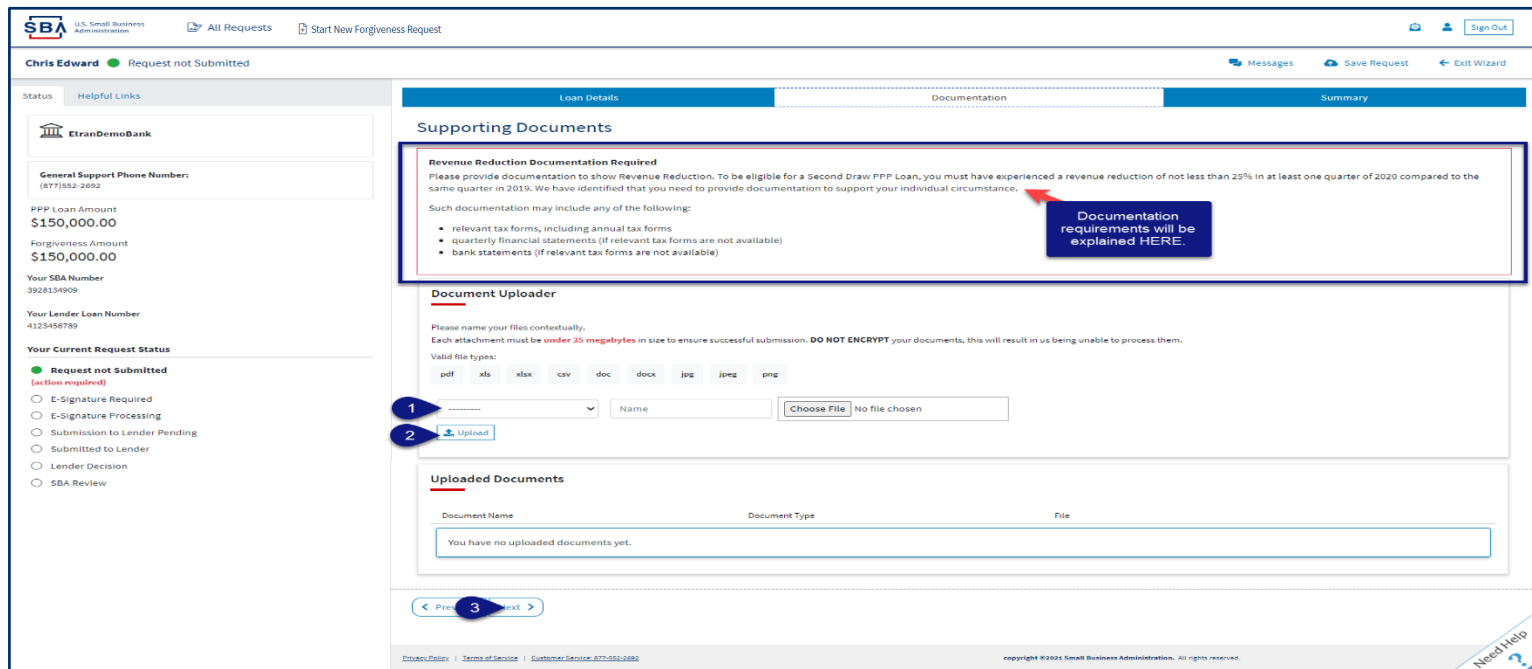
3 [Previous] [Next]

Need Help?

直接贷款免还门户 - 需要的文件

所需文件将显示在下面的屏幕上（如果适用）。

1.  **选择**—从下拉菜单中选择文件类型，命名文件，然后**选择**—选择文件。从您的设备中找到并选择文件。（列出了可接受的文件类型）
2.  **选择**—上传。
 - 重复步骤 1-2，直到所有要求的文件均已上传完毕。
3.  **选择**—下一步。



The screenshot displays the SBA Direct Loan Forgiveness portal. The top navigation bar includes the SBA logo, user name 'Chris Edward', and links for 'All Requests' and 'Start New Forgiveness Request'. The sidebar on the left shows the user's status as 'Request not Submitted' and lists various links and information, including loan amounts and SBA number. The main content area is titled 'Supporting Documents' and contains a section for 'Revenue Reduction Documentation Required'. This section explains that users must provide documentation to show a revenue reduction of at least 25% in 2020 compared to 2019. It lists acceptable documentation types: relevant tax forms, quarterly financial statements, and bank statements. A blue callout box points to this section with the text 'Documentation requirements will be explained HERE.' Below this is the 'Document Uploader' section, which provides instructions on file naming and size (under 25 megabytes). It includes a file type selector, a file name input field, and an 'Upload' button. At the bottom, there is a table for 'Uploaded Documents' and a 'Next' button.

直接贷款免还门户—完整摘要

审查所有相关信息的准确性，一旦签署并提交，将无法对申请进行编辑。

1. 选择—提交并继续电子签名

- “撤回申请”将删除提交
- “上一步”将返回未提交的申请以允许编辑。

SBA U.S. Small Business Administration

All Requests Start New Forgiveness Request

Request not Submitted

Messages Save Request Exit Wizard

Status Helpful Links

EtranDemoBank

General Support Phone Number:
(877)552-2692

PPP Loan Amount
\$150,000.00

Forgiveness Amount
\$150,000.00

Your SBA Number
XXXXXXXXXX

Your Lender Loan Number
XXXXXXXXXX

Your Current Request Status

- ☒ Request not Submitted (action required)
- ☐ E-Signature Required
- ☐ E-Signature Processing
- ☐ Submission to Lender Pending
- ☐ Submitted to Lender
- ☐ Lender Decision
- ☐ SBA Review

Summary of Forgiveness Request

Review your Forgiveness Request

Business Name	Chris Edwards	Address Line 1	Sample Test add1
TIN	XXXXXXXXXX	Address Line 2	Sample Test add2
SBA Number	XXXXXXXXXX	Primary Contact Phone	XXXXXXXXXX
Loan Number	XXXXXXXXXX	Primary Email	john.edwards@etran-demo.com

Requested Forgiveness Amount

\$150,000.00

IMPORTANT! Once you 'Submit' your request it will become unavailable for changes unless you choose to 'Decline to Sign' in the following step. If you choose 'Finish Later' or navigate back to the request, you will no longer be able to edit. Only choosing 'Decline to Sign' will release your request for changes. Once you have made any changes, you can then 'Submit' again to finish signing.

1 Submit and Continue to Electronic Signature

Withdraw Request

Need Help?

直接贷款免还门户—缺少项目摘要

缺少项目将在提交之前概述列出。“提交”按钮将处于非激活状态，直到所有缺少项目均已更正。

1. 查看特定的缺少项目详细信息，然后**选择**—“缺失项目”链接以更新相应的字段。注：此步骤可能需要完成多次。

The screenshot displays the SBA Direct Loan Forgiveness Request portal. The top navigation bar includes the SBA logo, 'U.S. Small Business Administration', and links for 'All Requests' and 'Start New Forgiveness Request'. A 'Sign Out' button is in the top right. The main header shows the status 'Request not Submitted' and navigation links for 'Messages', 'Save Request', and 'Exit Wizard'.

The left sidebar contains the user's profile information for 'EtranDemoBank', including a 'General Support Phone Number' (877)552-2892, 'PPP Loan Amount' (\$150,000.00), 'Forgiveness Amount' (\$150,000.00), and fields for 'Your SBA Number' and 'Your Lender Loan Number'. Below this is the 'Your Current Request Status' section, which shows 'Request not Submitted (action required)' and a list of steps: 'E-Signature Required', 'E-Signature Processing', 'Submission to Lender Pending', 'Submitted to Lender', 'Lender Decision', and 'SBA Review'.

The main content area is titled 'Summary of Forgiveness Request' and is divided into three tabs: 'Loan Details', 'Documentation', and 'Summary'. The 'Loan Details' tab is active, showing a 'Missing Items' section with a red warning banner. The message states: 'Your Request cannot be submitted because you are missing important information! Please follow the prompts below back to the fields in question. Once you have provided all necessary data, you will be able to submit this request.' Below this, a 'Loan Details' section lists a missing item: 'Title of person signing - Field is missing or unanswered'. A blue callout bubble with the number '1' points to this item.

The 'Review your Forgiveness Request' section displays a table of fields and their values:

Field	Value
Business Name	Test Bank
TIN	123456789
SBA Number	123456789
Loan Number	123456789
Address Line 1	Sample Test add1
Address Line 2	Sample Test add2
Primary Contact Phone	123456789
Primary Email	test@demo.com

Below the table, the 'Requested Forgiveness Amount' is shown as '\$150,000.00'. An 'IMPORTANT!' note states: 'Once you "Submit" your request it will become unavailable for changes unless you choose to "Decline to Sign" in the following step. If you choose "Finish Later" or navigate back to the request, you will no longer be able to edit. Only choosing "Decline to Sign" will release your request for changes. Once you have made any changes, you can then "Submit" again to finish signing.'

At the bottom, there are two buttons: 'Submit and Continue to Electronic Signature' (which is active) and 'Withdraw Request' (which is inactive). A blue callout bubble points to the 'Submit and Continue to Electronic Signature' button, stating: 'The Submit button will become ACTIVE once all Missing Items are resolved.'



U.S. Small Business
Administration

直接贷款免还门户

申请表签署

直接贷款免还门户—DocuSign

申请将通过 DocuSign 进行电子签名。

1. 选择—I同意使用电子记录和签名。
2. 选择—继续。

Please Review & Act on These Documents

DocuSign

Direct Forgiveness Demo

Thank you for your continued business, please contact us directly for any questions going forward.

Please read the Electronic Record and Signature Disclosure

☒ I agree to use electronic records and signatures

CONTINUE OTHER ACTIONS

1

2

☒ First Draw PPP Loan ☐ Second Draw PPP Loan (check one)

SBA PPP Loan Number: Lender PPP Loan Number:

Original PPP Loan Amount: \$150,000.00 PPP Loan Disbursement Date: 04/27/2020

Amount of PPP Loan Increase (if applicable): Date of PPP Loan Increase (if applicable):

Employees at Time of Loan Application: 10 Employees at Time of Forgiveness Application: 10

Covered Period: 04/27/2020 to 06/21/2020 If Borrower (Together with Affiliates) Received First or Second Draw PPP Loans of \$2 Million or More, Check Here:

Amount of Loan Spent on Payroll Costs: \$150,000.00 Requested Loan Forgiveness Amount: \$150,000.00

By Signing Below, You Make the Following Representations and Certifications on Behalf of the Borrower:

The Authorized Representative of the Borrower certifies to all of the below by initialing next to each one.

☒ The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(36), (7)(a)(37), and 7A of the Small Business Act, the PPP interim final rules, and guidance issued by SBA through the date of this application), including the rules related to:

- eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs (including proprietor expenses for Borrowers that applied for loans using SBA Forms 2483-C or 2483-SD-C);
- the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- the calculation of the Borrower's Requested Loan Forgiveness Amount.

Information regarding these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.

☒ The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or in a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the Paycheck Protection Program Rules. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for the PPP loan.

7/9/2021

DocuSign

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直接贷款免还门户—DocuSign—签署

1. 选择一开始。
2. 选择一首字母签名。
 - 弹出窗口将允许应用系统的、绘制的或上传的签名。
3. 选择一首字母签名。
4. 选择一签署。
5. 选择一完成。

Please review the documents below.

DocuSign Envelope ID: A0B12B63-1A67-4755-BDCC-CC105661C350

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Paycheck Protection Program
PPP Loan Forgiveness Application Form 3508S Revised XXXX XX, 2021

A BORROWER MAY USE THIS FORM ONLY IF THE BORROWER RECEIVED A PPP LOAN OF \$150,000 OR LESS

Business Legal Name ("Borrower")		DBA or Trade Name, if applicable	
Sample Test add1	Sample Test add2	Sample Test add1	Sample Test add2

Business Address: Sample Test add1
Business Phone: Sample Test add2
Primary Contact: John Doe
Email Address: Sample Test add2

☒ First Draw PPP Loan ☐ Second Draw PPP Loan (check one)

SBA PPP Loan Number: _____ Lender PPP Loan Number: _____

Original PPP Loan Amount: \$150,000.00 PPP Loan Disbursement Date: 04/27/2020

Amount of PPP Loan Increase (if applicable): _____ Date of PPP Loan Increase (if applicable): _____

Employees at Time of Loan Application: 10 Employees at Time of Forgiveness Application: 10

Covered Period: 04/27/2020 to 06/21/2020 If Borrower (Together with Affiliates) Received First or Second Draw PPP Loans of \$2 Million or More, Check Here: ☐

Amount of Loan Spent on Payroll Costs: \$150,000.00 Requested Loan Forgiveness Amount: \$150,000.00

Required - Initial Here The Borrower certifies to all of the below by **initialing** next to each one.

The Borrower has complied with all requirements in the Paycheck Protection Program Rules (Sections 7(a)(5), 7(a)(6)(7), and 7A of the Small Business Act), the PPP interim final rules, and guidance issued by SBA through the date of this application, including the rules related to:

- eligible uses of PPP loan proceeds;
- the amount of PPP loan proceeds that must be used for payroll costs (including proprietor expenses for Borrowers that applied for loans using SBA Forms 2483-C or 2483-SD-C);
- the calculation and documentation of the Borrower's revenue reduction (if applicable); and
- the calculation of the Borrower's Requested Loan Forgiveness Amount.

Required - Initial Here In connection with these requirements may be found in the Form 3508S Instructions and the Paycheck Protection Program Rules.

The information provided in this application is true and correct in all material respects. I understand that knowingly making a false statement to obtain forgiveness of an SBA-guaranteed loan is punishable under the law, including 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$500,000; under 18 U.S.C. 1465 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than three years and/or a fine of not more than \$1,000,000.

Following submission of this forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records. SBA may request additional information for the purposes of evaluating the Borrower's eligibility for the PPP loan and for loan forgiveness, and the Borrower's failure to provide information requested by SBA may result in a determination that the Borrower was ineligible for the PPP loan or in a denial of the Borrower's loan forgiveness application.

The Borrower's eligibility for loan forgiveness will be evaluated in accordance with the Paycheck Protection Program Rules. SBA may direct a lender to disapprove the Borrower's loan forgiveness application if SBA determines that the Borrower was ineligible for loan forgiveness.

Required - Sign Here

Signature of Authorized Representative of Borrower: John Doe
Print Name: John Doe
Date: 7/9/2021
Title: _____

SBA Form 3508S (XX/21)

Adopt Your Initials

Confirm your name, initials, and signature.

* Required

Full Name* John Doe Initials* JD

SELECT STYLE **DRAW** **UPLOAD**

PREVIEW **Change Style**







DocuSigned by: John Doe
ABE7212F176D458...

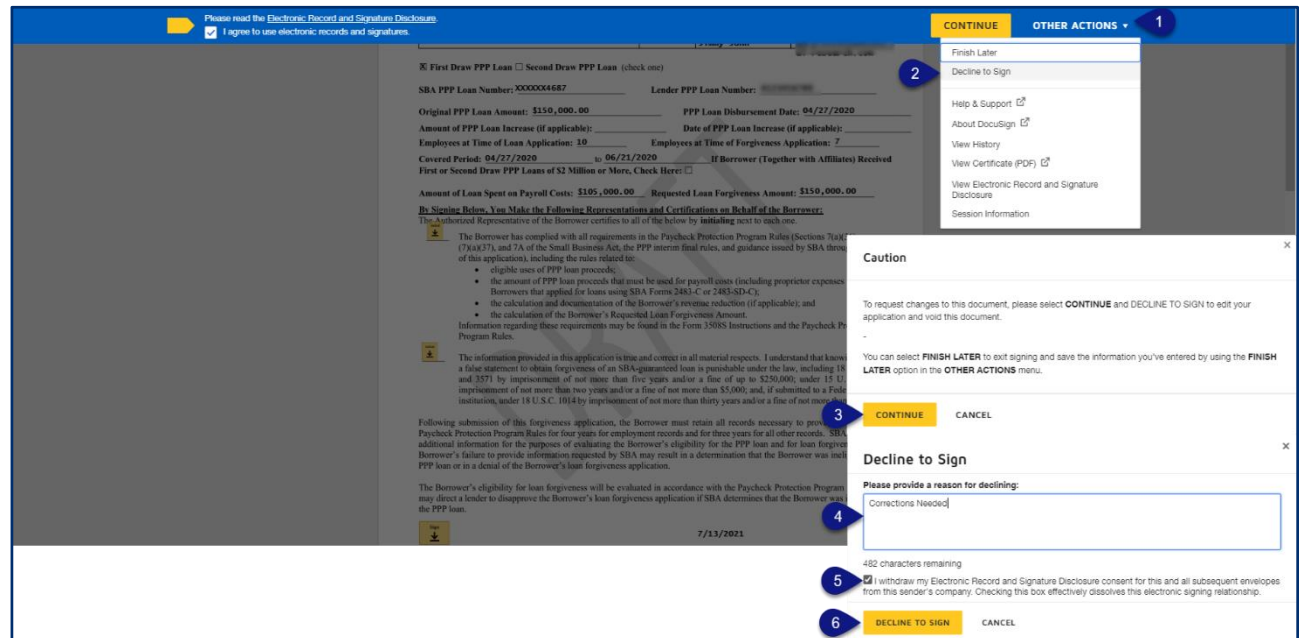
By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND INITIAL **CANCEL**

直接贷款免还门户—DocuSign —拒绝签署

如果在审查申请后并在完成之前有必要进行更正，申请人可以—**拒绝签署**

1.  **选择**—其他操作。
2.  **选择**—拒绝签署。
3.  **选择**—继续。
4.  **选择**—拒绝理由。
5.  **检查**—确认。
6.  **选择**—拒绝签署。



Please read the [Electronic Record and Signature Disclosure](#)

☒ I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS** 1

Finish Later
Decline to Sign
Help & Support
About DocuSign
View History
View Certificate (PDF)
View Electronic Record and Signature Disclosure
Session Information

2

Caution

To request changes to this document, please select **CONTINUE** and **DECLINE TO SIGN** to edit your application and void this document.

You can select **FINISH LATER** to exit signing and save the information you've entered by using the **FINISH LATER** option in the **OTHER ACTIONS** menu.

CONTINUE **CANCEL**

3

Decline to Sign

Please provide a reason for declining:

Corrections Needed

4

5

6

DECLINE TO SIGN **CANCEL**

482 characters remaining

☒ I withdraw my Electronic Record and Signature Disclosure consent for this and all subsequent envelopes from this sender's company. Checking this box effectively dissolves this electronic signing relationship.

直接贷款免还门户—DocuSign—已拒绝签名

申请人在拒绝签署后将经历一段短暂的等待期以进行更正。这不应该超过 5 分钟。

- 申请人可以返回到“所有请求”或“退出向导”以重新获得对其申请的访问权限并进行必要的编辑。

The screenshot displays the SBA Direct Loan Forgiveness Request portal. The top navigation bar includes the SBA logo, "U.S. Small Business Administration", and links for "All Requests" and "Start New Forgiveness Request". The user is logged in, as indicated by a "Sign Out" button. The main content area is titled "MOCKDATAONLY" and features a "Messages" button, a "Save Request" button, and a highlighted "Exit Wizard" button. The left sidebar contains a "Status" section with "Helpful Links" and a "General Support Phone Number: (877)552-2692". The main content area is divided into three tabs: "Loan Details", "Documentation", and "Summary". The "Loan Details" tab is active, showing a red warning box that states "DocuSign request was declined" and "This can take a few minutes for processing, so check back shortly." Below this, the "Review your Forgiveness Request" section displays a table of loan details. The "Requested Forgiveness Amount" is highlighted as \$150,000.00. The bottom of the page includes a "Previous" button, a "Privacy Policy" link, a "Terms of Service" link, and a "Need Help?" button.

SBA U.S. Small Business Administration

All Requests Start New Forgiveness Request

Sign Out

MOCKDATAONLY

Messages Save Request Exit Wizard

Status Helpful Links

EtranDemoBank

General Support Phone Number: (877)552-2692

PPP Loan Amount \$150,000.00

Forgiveness Amount \$150,000.00

Your SBA Number

Your Lender Loan Number

Your Request Status

☐ Request not Submitted

☐ E-Signature Required

☒ E-Signature Processing

☐ Submission to Lender Pending (no action required)

☐ Submitted to Lender (no action required)

☐ Lender Decision (no action required)

☐ SBA Review (no action required)

Loan Details Documentation Summary

DocuSign request was declined

This can take a few minutes for processing, so check back shortly.

Review your Forgiveness Request

Business Name	MOCKDATAONLY-Charismatic Holdings and Profit	Address Line 1	Sample Test add1
TIN	MOCKDATAONLY-Charismatic Holdings and Profit	Address Line 2	Sample Test add2
SBA Number	MOCKDATAONLY-Charismatic Holdings and Profit	Primary Contact Phone	MOCKDATAONLY-Charismatic Holdings and Profit
Loan Number	MOCKDATAONLY-Charismatic Holdings and Profit	Primary Email	gary.demon@charismatic-holdings.com

Requested Forgiveness Amount

\$150,000.00

Previous

Privacy Policy Terms of Service

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Need Help?




U.S. Small Business
Administration

直接贷款免还门户

已提交申请


直接贷款免还门户—已提交

- 提交申请后，可以通过门户查看进度。
- 呼叫中心无法提供贷款免还时间表的详细信息。

 U.S. Small Business Administration

[All Requests](#)

[Start New Forgiveness Request](#)



MOCKDATAONLY-Oberbrunner Hettinger and Pollich


[Messages](#)

[Save Request](#)

[Exit Wizard](#)

Status

Helpful Links

 EtranDemoBank

General Support Phone Number:
(877)552-2692

PPP Loan Amount
\$150,000.00

Forgiveness Amount
\$150,000.00

Your SBA Number
XXXXXXXXXX

Your Lender Loan Number
XXXXXXXXXX


Your Request Status

- ☐ Request not Submitted
- ☐ E-Signature Required
- ☒ **E-Signature Processing**
- ☐ Submission to Lender Pending (no action required)
- ☐ Submitted to Lender (no action required)
- ☐ Lender Decision (no action required)
- ☐ SBA Review (no action required)

Loan Details

Documentation

Summary

 Thank you for Submitting your Request.
Your DocuSign is being processed and will show up on this page when it is complete. This can take a few minutes, so check back shortly.

Review your Forgiveness Request

Business Name	MOCKDATAONLY-Oberbrunner Hettinger and Pollich	Address Line 1	Sample Test add1
TIN	XXXXXXXXXX	Address Line 2	Sample Test add2
SBA Number	XXXXXXXXXX	Primary Contact Phone	XXXXXXXXXX
Loan Number	XXXXXXXXXX	Primary Email	john.doe@sample-test.com

Requested Forgiveness Amount

\$150,000.00

[< Previous](#)

[Privacy Policy](#)

[Terms of Service](#)

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Need Help?

直接贷款免还门户一更正

申请人会收到一封电子邮件，以通知更正。更正的详细信息位于“摘要”页面上。更正需要撤回申请并重新提交申请。

U.S. Small Business Administration

All Requests

Start New Forgiveness Request

Chris Edwards

Lender Decision (Correction)

MessagesSave RequestExit Wizard

StatusHelpful Links

EtranDemoBank

General Support Phone Number:
(877)552-2692

PPP Loan Amount
\$150,000.00

Forgiveness Amount
\$150,000.00

Your SBA Number
XXXXXXXXXX

Your Lender Loan Number
XXXXXXXXXX

Your Current Request Status

- Request not Submitted
- E-Signature Required
- E-Signature Processing
- Submission to Lender Pending
- Submitted to Lender
- Lender Decision (Correction)**
(action required)
- SBA Review

Loan DetailsDocumentationSummary

!

Borrower Correction is required.
Below is a message from EtranDemoBank with the reason you need to withdraw your request and resubmit with the correction indicated.
Reason: Please review documentation and submit correct file
Please withdraw request below and resubmit with corrected details.

Withdraw Request

What to expect next

1. You need to make note of the corrections above (Correction/Reason)

2. Withdraw your request using the link above (Withdraw Request)

3. Complete your request again with the corrections your provided

4. Sign and Submit your request again

Once the process is completed, the SBA will inform your lender that the Forgiveness request has been approved.

This portal will also be updated with SBA's final decision including a notification (if applicable) that the forgiveness payment was provided to your lender allowing them to fully forgive your PPP loan outstanding balance.

What if I realize that I made a mistake?

If the withdraw option is not available on the "All Requests" screen you must contact your Financial Institution to make corrections.

What if I have additional questions?

Contact our SBA PPP Forgiveness Customer Service team through the inbox messages at the top of the screen or at 877-552-2692.

Forgiveness Request Summary

Business Name	XXXXX XXXXX	Address Line 1	Sample Test add1
TIN	XXXXXXX	Address Line 2	Sample Test add2
SBA Number	XXXXXXX	Primary Contact Phone	XXXXXXXXXX
Loan Number	XXXXXXXXXX	Primary Email	john.doe@sample.com

Requested Forgiveness Amount

\$150,000.00

< Previous

Privacy PolicyTerms of ServiceCustomer Service 877-552-2692

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Need Help?

直接贷款免还门户—SBA决议

一旦申请转至 SBA 决议时，以下信函将作为贷款免还的确认，并在借款人申请门户中提供。



SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

NOTICE OF PAYCHECK PROTECTION PROGRAM FORGIVENESS PAYMENT

Borrower:
Lender of Record:
SBA Loan No.:
Loan Approval Date:
Loan Disbursement Amount: \$

Amount of Forgiveness Requested by Lender: \$
Forgiveness Amount Remitted: \$ in principal and \$ in interest
Forgiveness Payment Date:

As authorized by Section 1106 of the CARES Act, SBA has remitted to the Lender of Record the payment listed above for forgiveness of the Borrower's Paycheck Protection Program (PPP) loan.

If any balance remains on the PPP loan after application of the forgiveness payment, the Lender must notify the Borrower of the date on which the first payment is due, and the loan must be repaid by the Borrower on or before the maturity date.

For loans of \$150,000 and less [except for those borrowers that together with their affiliates received loans of \$2 million or greater], the borrower must retain records relevant to the loan forgiveness application that prove compliance with the requirements of Section 7(a)(36) and Section 7A of the Small Business Act—with respect to employment records, for the 4-year period following submission of the loan forgiveness application, and with respect to other records, for the 3-year period following submission of the loan forgiveness application.

For loans greater than \$150,000, the Borrower must retain all records relating to the Borrower's PPP loan for six years from the date the loan is forgiven or repaid in full.

THIS DOCUMENT IS A NOTICE OF PAYMENT ONLY. ISSUANCE OF THIS NOTICE OF PAYMENT DOES NOT PROVIDE THE BORROWER WITH A RIGHT TO APPEAL TO THE SBA OFFICE OF HEARINGS AND APPEALS.



U.S. Small Business
Administration

直接贷款免还门户

资源

常见问题解答

如何访问门户？

可以通过访问 <https://directforgiveness.sba.gov> 访问此平台。

我如何联系 SBA？

SBA 的 PPP 直接贷款免还热线是 **+1 (877) 552-2692**。

我在哪里可以找到关于直接贷款免还的信息？

可以在[此处](#)找到常见问题的知识库。此资源会定期更新。