LENDER CERTIFICATION FOR REINSTATEMENT OR CORRECTION
OF PAYCHECK PROTECTION PROGRAM (PPP) LOAN

A lender in the Paycheck Protection Program (PPP) can use this form to request (1) reinstatement of a PPP loan that was cancelled in SBA's ETRAN system due to the lender's data input error, or (2) correction of the lender's data input error in the SBA Loan Approval Amount of a PPP loan on ETRAN. SBA will rely on the information submitted on this form to evaluate the lender's request.

SBA's authority to approve new PPP loans expired on August 8, 2020. Under Section 145.3 of OMB Circular A-11, Preparation, Submission, and Execution of the Budget (7/10/20), SBA may correct data input errors after program authority expires. See also 31 U.S.C. § 1553(a). Other types of requests for PPP loan reinstatements or PPP loan amount changes, such as reinstatements of PPP loans that were intentionally cancelled or requests for PPP loan increases, are not permitted. Lenders are not required to submit this form for decreases in the SBA Loan Approval Amount of a PPP loan; the lender can perform that function in SBA's ETRAN system.

Following are examples of lender requests for reinstatement or correction that can be submitted on this form:

Reinstatement Examples
- *Example 1:* A lender approved a PPP loan and received an SBA loan number through ETRAN. The borrower signed a PPP note and sent it to the lender. The lender fully disbursed the PPP loan to the borrower. While attempting to report the loan as fully disbursed, lender erroneously reported the loan as cancelled on SBA Form 1502 instead.
- *Example 2:* A lender approved a PPP loan and received an SBA loan number through ETRAN. The lender's system contained two applications from the same borrower. While attempting to delete the duplicative application from the lender's system, the lender mistakenly cancelled the approved loan in ETRAN.

Lender Data Input Error Correction Examples
- *Example 1:* A lender approved a PPP loan and received an SBA loan number through ETRAN. The SBA Loan Approval Amount in ETRAN was $100,800. The lender disbursed $100,800 to the borrower. The lender mistakenly decreased the SBA Loan Approval Amount in ETRAN to $100,400 and mistakenly reported that amount as disbursed on SBA Form 1502. The $400 decrease in the SBA Loan Approval Amount in ETRAN was a data input error by the lender, and the lender requests on this form that the SBA Loan Approval Amount be restored to $100,800.
- *Example 2:* A lender approved a PPP loan and received an SBA loan number through ETRAN. The SBA Loan Approval Amount in ETRAN was $590,000. Before loan closing, the lender determined that the correct maximum loan amount was $550,000, a difference of $40,000. The lender disbursed $550,000 to the borrower. When the lender corrected the SBA Loan Approval Amount in ETRAN, the lender mistakenly entered $500,500 instead of $550,000. The lender requests on this form that the SBA Loan Approval Amount be corrected to $550,000, the amount actually disbursed by the lender.

This form must be signed and certified by a Senior Vice President or equivalent Authorized Lender Official of the lender that is the current PPP lender of record. (The Senior Vice President or Authorized Lender Official must be an officer of the lender and cannot be a Lender Service Provider.) The lender must submit a separate form for each PPP loan for which a reinstatement or correction is requested. Submit this form and all supporting documentation to the appropriate SBA Loan Center. SBA may request additional documentation after reviewing the form.

Part A – Reinstatement or Correction Request

On behalf of the Lending Institution named below, I am requesting reinstatement or correction of a PPP loan.

Lending Institution That Is the Current PPP Lender of Record		SBA Lender Location ID Number	
Legal Name of Borrower		**SBA PPP Loan Number**	
TIN (EIN, SSN) of Borrower		**SBA Loan Approval Date**	**SBA Loan Approval Amount**

To request <u>reinstatement</u> of a cancelled PPP loan, complete Sections 1 and 3. To request a <u>correction</u> of a lender data input error in the SBA Loan Approval Amount, complete Sections 2 and 3.

<u>Section 1. Reinstatement Request</u>

Was the loan cancelled in SBA's ETRAN system? ☐ YES ☐ NO

Was the loan disbursed? ☐ YES ☐ NO

     If Yes, provide PPP loan disbursement date (mm/dd/yyyy): _____

Was the loan reported to SBA as fully disbursed on SBA Form 1502? ☐ YES ☐ NO

     If Yes, provide the date the loan was reported to SBA as fully disbursed (mm/dd/yyyy): _____

Provide the date the loan was cancelled in SBA's ETRAN system (mm/dd/yyyy): _____

Was the cancellation due to lender's data input error? ☐ YES ☐ NO

What is the SBA Loan Approval Amount to be reinstated? $_____

<u>Section 2. Lender Data Input Error Correction Request</u>

Is this a request to correct the SBA Loan Approval Amount of a PPP loan? ☐ YES ☐ NO

Was the loan reported to SBA as fully disbursed on SBA Form 1502? ☐ YES ☐ NO

     If Yes, provide the date the loan was reported to SBA as fully disbursed (mm/dd/yyyy): _____

What amount was reported to SBA on SBA Form 1502 as the fully disbursed amount? $_____

What amount was disbursed to the borrower? $_____

Is this correction necessary due to lender's data input error? ☐ YES ☐ NO

What is the correct SBA Loan Approval Amount? $_____

<u>Section 3. Lender Explanation of Error</u>

Provide a detailed explanation of the error, including the reasons it occurred and how and when it was discovered. Attach all documents that support the lender's request, including, if applicable, evidence of the amount of the PPP loan disbursed to the borrower, the date of the disbursement, and evidence that the PPP loan is outstanding.

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Part B – Certification of Authorized Lender Official

I certify that:

- The information provided above and in the attached documents is true and correct.
- My institution has complied with all applicable PPP lender obligations for the loan referenced above.
- My institution confirms the accuracy and completeness of all prior lender submissions to SBA on the referenced loan, with the exception of the error(s) described above.
- I am a Senior Vice President or an equivalent Authorized Lender Official, I am an officer of the lender named below, and I am authorized to provide this certification on behalf of the lender named below.

_____
Lender (current PPP lender of record)

_____   _____
Signature of Authorized Lender Official   Date

_____   _____
Print Name of Authorized Lender Official   Title

_____   _____
Email Address   Phone Number