

Lender Reporting Requirements: Loan Forgiveness and Loan Reviews

Lenders participating in the Paycheck Protection Program (PPP) are required to submit the information described below in connection with a Borrower's request for loan forgiveness and SBA's review of loans, including lender oversight reviews. The requested information is required for compliance with PPP loan requirements. Failure to submit the information may result in denial of loan forgiveness requests or determinations that the lender is in material non-compliance with PPP loan program requirements.

FORGIVENESS REQUEST

Lenders are required to submit the following information, where applicable, in connection with a Forgiveness Request:

- For borrower applications submitted using the SBA Form 3508:
 - PPP Loan Forgiveness Calculation Form
 - PPP Schedule A
 - (optional) PPP Borrower Demographic Information Form (if submitted to lender)
- For borrower applications submitted using the SBA Form 3508EZ or SBA Form 3508S:
 - SBA Form 3508EZ, SBA Form 3508S or lender's equivalent form
 - (optional) PPP Borrower Demographic Information Form (if submitted to lender)

LOAN REVIEW

Lenders are required to submit the following information if the lender receives notice that SBA is reviewing a loan:

- Borrower Application Form (SBA Form 2483 or lender's equivalent form) and all supporting documentation provided by the borrower
- PPP Loan Forgiveness Application (SBA Form 3508, 3508EZ, 3508S, or lender's equivalent form) (if not previously submitted), and all supporting documentation provided by the borrower (if the lender has received such application at the time of the review or if the lender receives the application while the review is ongoing)
- Applicable documentation that the instructions to the Loan Forgiveness Application (SBA Form 3508, 3508EZ, 3508S, or lender's equivalent) instruct the borrower to maintain but not submit (documentation listed under "Documents that Each Borrower Must Maintain but is Not required to Submit") (if the lender has received such application at the time of the review or if the lender receives the application while the review is ongoing)
- Signed and certified transcript of account
- Copy of executed note evidencing the PPP loan
- Other documents related to the loan requested by SBA

Paperwork Reduction Act: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB Control Number. The estimated time for responding, including time to compile the data, is 30 minutes for the SBA Form 3508 forgiveness request, 15 minutes for the SBA Form 3508EZ forgiveness request, 10 minutes for the SBA Form 3508S forgiveness request, and 30 minutes for

loan review requests. Comments concerning this burden estimate and suggestions for reducing this burden should be directed to Director, Records Management Division, Small Business Administration 409 Third Street, SW, Washington DC 20416 and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.