

# FSB's Instructions on the PPP Forgiveness Process

As of 5/22/20

Forgiveness of your PPP loan can be requested by you after your 8 week covered time period is over.

Do this by contacting your PPP loan officer directly. They will inform you where and how to send the packet to our secure Sharefile location.

FSB has 60 days to complete our review of your request.

The items you will need to submit to FSB in order to complete your request are located in the "FSB PPP Forgiveness Checklist".

The application requires you to have both your FSB loan # and your SBA loan #. Your PPP loan officer will send these to you in the next week via e-mail. They will also send you instructions on how to digitally sign the application once it is complete.

The 11 page SBA guidance is somewhat complicated to navigate so we broke it down into three separate documents:

- The PPP Forgiveness Application
- The Instructions for completing the application and worksheets
- The list of documentation you will need to keep for six years

The FSB Calculator – This is an Excel document with four tabs. Our recommendation is to have the SBA instructions printed off and with you as you complete the FSB calculator.

- Tab 1 – The "instructions" on how to complete the calculator – read these before starting on the calculator
- Tab 2 – "PPP Shedule A Worksheet Equivalent" – complete this first after reading the instructions. Calculations will automatically flow from this worksheet to the Schedule A
- Tab 3 – "PPP Schedule A" – Complete this after you've completed the "Schedule A Worksheet Equivalent". Most of the information will automatically populate from the "worksheet equivalent", but there are some areas for you to complete.
- Tab 4 – "Calculation of Forgiveness" – This is the last tab for you to complete and much of the information will automatically populate from the "Schedule A".

You can use a different Calculator from another source (i.e. your accountant) if you prefer.

Once you have all your documentation from the checklist including the completed FSB calculator, you may submit your Forgiveness Application Packet to FSB.

We appreciate you trusting us to help you through this unusual time. All our employees are working hard to help you and your employees.