

SBA PPP Loan Forgiveness Checklist



Borrower Name _____ PPP Loan # _____

Contact Name _____ Contact Phone Number _____

Email Address (will be used for all correspondence) _____

Instructions:

- 1) Complete SBA PPP Loan Forgiveness Application per the attached [SBA Form 3508EZ](#), [SBA Form 3508](#) or [SBA Form 3508S](#).
 - a. [SBA Form 3508EZ Instructions](#)
 - b. [SBA Form 3508 Instructions](#)
 - c. [SBA Form 3508S Instructions](#)
 - d. Please review all information carefully as your application for forgiveness cannot be submitted to the SBA until all required information is received.
- 2) Once fully completed, email this checklist, SBA PPP Forgiveness Application and all supporting documentation to pppforgiveness@nbcbanking.com.
 - a. The subject line of your email must read "PPP followed by your loan number" (i.e. PPP 123456789). Your loan number can be located on your SBA PPP loan documents.
 - b. All attachments must be sent in PDF format, sending one PDF will speed up the process.

Please ensure the following items are submitted with your application:

SBA FORM 3508EZ & 3508S

- PPP Loan Forgiveness Application
- PPP Borrower Demographic Information Form (optional)
- Payroll Verification
- Non-payroll Verification

SBA FORM 3508

- PPP Loan Forgiveness Application
- PPP Borrower Demographic Information Form (optional)
- Payroll Verification
- Non-payroll Verification
- FTE Verification

Within 60 days of receipt of all required information, National Bank of Commerce (NBC) will submit your request to the SBA. The SBA will notify NBC of their decision within 90 days of the forgiveness submission. NBC will provide the SBA decision to the borrower via the email address provided above.

If you have questions regarding this matter, please [email us](#).

This information is subject to change per guidance provided by the SBA. Additional information may be requested.