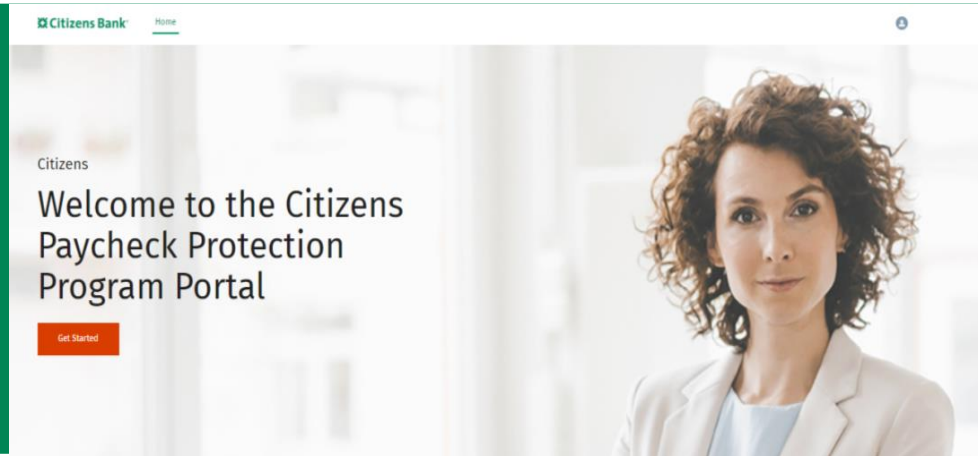


Paycheck Protection Program Portal Reference Guide

Completing your 3508S Forgiveness Application



This Reference Guide provides key facts and reminders for completing your PPP 3508S Forgiveness Application (for loan amounts of \$150,000 or less) in the Citizens portal.

Please note: Information in this presentation is based on the current legal framework and SBA guidance. This information is subject to change.

#	Description	What you need to know
1	Reviewing your loan information	Is the pre-populated information about your PPP loan accurate? If not, go to the Get Help tab at the top of the page to access the Client Services email address.
2	Getting to the right application	<p>Because your loan amount is \$150,000 or less, you are eligible for and will be automatically directed to the 3508S form.</p> <p>Note that we are not at this time accepting forgiveness applications for loans made in 2021, so this process applies only for loans made in 2020.</p>
3	Forgiveness Details	<p>There are only a few simple questions to complete for the 3508S and provide your certifications later in the form. These questions are:</p> <ul style="list-style-type: none"> • Employees at the time of Forgiveness Application. • Amount of your loan spent on Payroll Costs. • Forgiveness Amount - enter the amount of Forgiveness that you are requesting. Refer to the instructions to determine your forgiveness amount. • Have you (Together with Affiliates, if Applicable) Received First Draw PPP Loans of \$2 Million or More or Second Draw PPP Loans of \$2 Million or More? • Your Covered Period End Date - the Covered Period is the time frame to use your PPP funds in a way that is forgivable. It begins on the date your PPP loan was funded and can run for up to 24 weeks. Your Covered Period Start Date is provided.
4	Forgiveness Summary	The forgiveness amount and percentage calculation provided here is an estimate only, subject to change pending the review of your application.
5	Document Upload	<p>In most cases, you will not need to submit documents with your forgiveness application for loans made in 2020.</p> <p>Please note: there are documents that you are not required to submit with your forgiveness application, but you are required to maintain all employment records/payroll documentation in your files for four years and all other documentation for three years after the date you submit your completed loan forgiveness application to Citizens. These include all records relating to your PPP loan, including documentation submitted with your PPP loan application, documentation supporting your certifications as to your eligibility for a PPP loan, documentation necessary to support your loan forgiveness application, and documentation demonstrating your material compliance with PPP requirements.</p>

#	Description	What you need to know
6	Submitting your application	<p>You will be asked several questions to attest that the information you are providing in this application is true and correct.</p> <p>Before you submit your application, make sure everything is accurate and complete. If you need to make updates, contact Client Services from the Get Help tab.</p> <p>Once all the information is correct, click submit and your application will go directly to the bank.</p>
7	What's next after submitting your application?	<p>After you submit your application, you can come back at any time, by clicking the check application status tab at the top of the page.</p> <p>Remember to periodically check the comments box to see if there are any additional actions you may need to take during the review process.</p> <p>If your application is incomplete, we will work with you to remediate issues. Once we receive all required information from you, we can complete our review. Please note that SBA guidance states that lenders have 60 days after receiving a complete forgiveness application, which may not be the same as your initial submission date, to review and submit it to the SBA.</p>