



August 14, 2020

RE: SBA PPP Forgiveness Applications

Recently, the SBA announced that they would be accepting applications for the Paycheck Protection Program (PPP) Loan Forgiveness beginning on August 10, 2020. To ensure that Sturdy Savings Bank provides our PPP loan borrowers with the most seamless forgiveness application process as possible, we will take some time to test our systems, and make the necessary enhancements, all based on the most recent guidance.

Once we have reviewed and tested our forgiveness application process, we will contact you via email and direct you to the appropriate website where you will find the SBA Application Forms 3508 and 3508 EZ, instructions, and have the ability to upload all supporting documents. Please note that we will not be accepting forgiveness applications through other channels, including in paper format.

**Please understand that PPP loan forgiveness is not automatic and it's the PPP loan borrower's responsibility to understand the rules of the program. To prepare yourself on what you 'may' be required to submit as part of your forgiveness application we recommend you visit the SBA website at <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>, the Treasury's website at <https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses>, and/or speak with your accountant and attorney. Also available to answer some of your questions are FAQs recently published jointly by the SBA and Treasury, which can be found at <https://home.treasury.gov/system/files/136/PPP--Loan-Forgiveness-FAQs.pdf>**

As the guidance has not been finalized, for your benefit, we recommend you continue to monitor these sites before completing your forgiveness application.

If you would like to make a complete payoff of your PPP loan, please contact our Loan Servicing Department for a payoff statement which will include all outstanding principal and interest. Please refer to the SBA website at ([www.sba.gov](http://www.sba.gov)) for additional guidance on paying off your loan.

If you have sold the PPP loan borrowing entity and/or there has been a transfer of assets and liabilities, we ask that you contact us to provide the supporting documentation as it relates to the responsibility for the PPP loan. Please refer to the SBA website at ([www.sba.gov](http://www.sba.gov)) for additional guidance.

Fraudsters are using the CARES Act and the Paycheck Protection Program to scam businesses. They are posing as federal and bank employees asking business owners and operators for financial and tax information, including bank account numbers and bank routing numbers. These scams are reportedly being used to "verify" information before disbursing PPP and other SBA loan funds. If you are solicited, please do not provide this information; contact Sturdy Savings Bank and notify the SBA ([www.sba.gov/document/report-sba-programs-scams-fraud-alerts](http://www.sba.gov/document/report-sba-programs-scams-fraud-alerts)).

If you have additional questions or need assistance, please email our PPP Communication Group at [PPPForgiveness@sturdyonline.com](mailto:PPPForgiveness@sturdyonline.com). We will be sure to respond in a timely manner.

And as always, 'We are here for you'.