



U.S. Small Business
Administration



PPP COVID Revenue Reduction Score & Direct Forgiveness

**Only for loans \$150,000 or less for lenders
that have opted-in**

Effective date of PPP Direct Forgiveness IFR

PPP COVID Revenue Reduction Score & Direct Forgiveness

- Loans \$150,000 or less represent 93% of outstanding PPP loans
 - Approximately 7 million loans remain to be forgiven
 - Many borrowers will have to begin making payments on these loans in the very near future
- SBA has developed solutions to assist
 - COVID Revenue Reduction Score (Score)
 - Direct Forgiveness

PPP COVID Revenue Reduction Score & Direct Forgiveness

COVID Revenue Reduction Score (Score)

- **For lenders that choose to opt-in:**

- For Second Draw PPP loans - SBA is providing a COVID Revenue Reduction Score (Score) that serves as optional method to document borrower's revenue reduction
- The Score was developed using current data on economic recovery and return of businesses to operational status
- SBA will score all Second Draw PPP loans \$150,000 or less and will be visible to lenders to use on an optional basis

PPP COVID Revenue Reduction Score & Direct Forgiveness

COVID Revenue Reduction Score (Score) for lenders that choose to opt-in:

- When Score validates the borrower's revenue reduction, use of Score will satisfy the requirement for the borrower to document revenue reduction
- When Score does not validate:
 - If borrower has not already provided documentation to the lender, borrower must provide documentation either directly to lender (if lender does not opt-in to Direct Forgiveness) or upload to Platform
 - If borrower has already provided documentation to the lender, lender will make forgiveness decision

PPP COVID Revenue Reduction Score & Direct Forgiveness

Direct Forgiveness Process

- **For lenders that choose to opt-in:**

- To enable lenders to efficiently provide forgiveness decisions, SBA is allowing borrowers to submit forgiveness applications for First Draw and Second Draw loans using SBA Platform
- Provides a single secure location for borrowers to apply for loan forgiveness using electronic equivalent of SBA Form 3508S
- Platform will notify lenders when borrower has applied for forgiveness
- In the Platform, Lender reviews forgiveness application and issues forgiveness decision to SBA

PPP COVID Revenue Reduction Score & Direct Forgiveness

Borrowers must submit forgiveness application directly to lender when:

- Lender does not opt-in to use the direct borrower forgiveness process
- Borrower's PPP loan amount is greater than \$150,000
- Borrower does not agree with the data as provided by the SBA system of record, or cannot validate their identity in the Platform (for example, if there is an unreported change of ownership); or
- For any other reason where the Platform rejects the borrower's submission.

In such circumstances, borrowers must follow instructions from their lender regarding how the lender expects the borrower to submit a forgiveness application for its PPP loan



Direct Forgiveness Process

(for participating lenders)

Sign-up for Direct Forgiveness

- Lenders must first elect participation into the Direct Forgiveness program offered by the SBA.
- This setting can be found within the Institution Settings.
- Please review and agree to the Services agreement. This feature is available to all US Lenders at no cost.

Settings for EtranDemoBank (Lancaster, PA)

Lender Location ID

507242

- ☒ Lender Location Enabled for Forgiveness on Etran
- ☒ Lender Location Enabled for Origination on Etran
- ☒ Lender has agreed to the Terms of Services provided by the SBA ([linked here](#)) and has opted-in to the Direct Forgiveness Platform.



Review and Action of Direct Forgiveness

Lenders may view their Borrower's direct forgiveness submissions and take action to **approve, reject, or require borrower correction** (resubmission) – details on the following pages.

In the situations where a Lender disagrees with a Borrower, they must submit the Not Approval and associated 3508 using the normal Forgiveness process. These situations are not supported through the Direct Forgiveness process.

Direct Forgiveness Submissions

Filter by Status: Pending [Search] [Clear] [Show 10 rows] [Export] [Approve Selected]

	Lender Name	Borrower Name	Created	Updated	Source	SBA Number	Status
<input checked="" type="checkbox"/>	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	294222221	Pending
<input type="checkbox"/>	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	447222221	Pending
<input type="checkbox"/>	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	351222221	Pending
<input type="checkbox"/>	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	392222221	Pending
<input type="checkbox"/>	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	392222221	Pending
	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	329999971	Pending
	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	357222221	Pending
	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	357222221	Pending
	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	357222221	Pending
	Evan/DemoBank	Padman Cloud	July 12, 2022, 09:30 PM	July 12, 2022, 09:30 PM	DIRECT	270222221	Pending

Showing 11 to 20 of 14 entries

Previous 1 ... 5 6 7 ... 12 Next

Bank Admin users can leverage this Direct Submission Dashboard to review and approve records submitted by their Borrowers.

Review and Action of Direct Forgiveness

Lenders will need to review the Borrower's submission and make a decision to submit the Forgiveness application to the SBA.

Lender Fully Approved – Submit to SBA: The Lender fully agrees with the submission from the borrower and wishes to submit the forgiveness request to the SBA for decision.

The screenshot shows a web interface for a lender to make a decision on a PPP loan forgiveness application. At the top, there is a checkbox labeled "I Confirm". Below this is a dark blue header bar with the text "Submit Lender Decision". Underneath the header, a prompt reads "Please select a decision regarding forgiveness of this PPP loan". A dropdown menu is open, showing three options: "Lender Fully Approved - Submit to SBA" (highlighted in blue and enclosed in a red rectangular box), "Rejected - Borrower required to contact Lender", and "Borrower Action Required - Withdraw and Resubmit". At the bottom of the form is a blue button with a checkmark icon and the text "Submit Decision".

Review and Action of Direct Forgiveness

Rejected – Borrower required to contact Lender – this option would likely leveraged for:

- Situations where the Lender needs to submit a **Not Approved** decision and provide the original 3508s with their modified values; the not approval exception process is not supported through the Direct Forgiveness workflow.
- situations where the lender does not wish to process the request (fraud, not properly originated, etc.)

☐ I Confirm

Submit Lender Decision

Please select a decision regarding forgiveness of this PPP loan

Lender Fully Approved - Submit to SBA

Rejected - Borrower required to contact Lender

Borrower Action Required - Withdraw and Resubmit

✓ Submit Decision

Review and Action of Direct Forgiveness

Borrower Action Required – Withdraw and Resubmit: Lender should use this decision when a correction to the application is required by the borrower. The borrower will need to 1) withdraw their application, 2) start a new forgiveness request, 3) complete the request with required correction, 4) submit and DocuSign

After resubmitting, the Lender can review again and select a decision.

(Lender can send for borrower correction multiple times if necessary)

☐ I Confirm

Fields the borrower can edit include:

- Primary contact name and title
- NAICS
- Cover Period (8 or 24 weeks, other)
- Number of employees at application or forgiveness
- Receipt of PPP loans \$2 Million+
- Amount spent on payroll
- Requested forgiveness amount
- Demographics

Submit Lender Decision

Please select a decision regarding forgiveness of this PPP loan

Lender Fully Approved - Submit to SBA

Rejected - Borrower required to contact Lender

Borrower Action Required - Withdraw and Resubmit

✓ Submit Decision



Review and Action of Direct Forgiveness

Note: In situations where the Borrower has applied for **less than full forgiveness**, the platform will indicate in **Yellow** that additional scrutiny is likely appropriate.

☐ I Confirm

Submit Lender Decision

Please select a decision regarding forgiveness of this PPP loan

The forgiveness amount for this request is less than the total loan amount. Please ensure that this is correct before making a final decision.

Lender Fully Approved - Submit to SBA
Rejected - Borrower required to contact Lender
Borrower Action Required - Withdraw and Resubmit

✓ Submit Decision

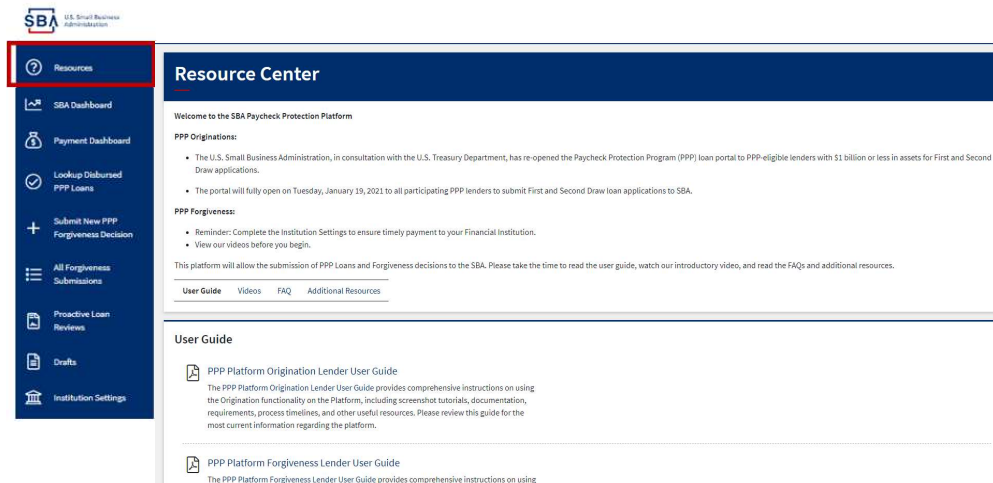




FAQs and Additional Resources

Platform Help

Lenders may access the “Resources” dashboard to access additional guidance for using the Platform. In this dashboard, Lenders may view tutorial videos, frequently asked questions, and links to additional policy resources. This page is available to all lender user groups (Admin, General User, Read Only).



The screenshot displays the SBA Resource Center dashboard. On the left is a dark blue sidebar with the SBA logo at the top. The sidebar contains a list of navigation items: 'Resources' (highlighted with a red box), 'SBA Dashboard', 'Payment Dashboard', 'Lookup Disbursed PPP Loans', 'Submit New PPP Forgiveness Decision', 'All Forgiveness Submissions', 'Proactive Loan Reviews', 'Drafts', and 'Institution Settings'. The main content area has a dark blue header with the text 'Resource Center'. Below this is a white section titled 'Welcome to the SBA Paycheck Protection Platform'. It contains two sections: 'PPP Originations' and 'PPP Forgiveness', each with a bulleted list of information. A horizontal bar with links for 'User Guide', 'Videos', 'FAQ', and 'Additional Resources' is positioned below the welcome section. The 'User Guide' section is expanded, showing two items: 'PPP Platform Origination Lender User Guide' and 'PPP Platform Forgiveness Lender User Guide', each with a brief description of the guide's content.

SBA U.S. Small Business Administration

Resources

SBA Dashboard

Payment Dashboard

Lookup Disbursed PPP Loans

Submit New PPP Forgiveness Decision

All Forgiveness Submissions

Proactive Loan Reviews

Drafts

Institution Settings

Resource Center

Welcome to the SBA Paycheck Protection Platform

PPP Originations:

- The U.S. Small Business Administration, in consultation with the U.S. Treasury Department, has re-opened the Paycheck Protection Program (PPP) loan portal to PPP-eligible lenders with \$1 billion or less in assets for First and Second Draw applications.
- The portal will fully open on Tuesday, January 19, 2021 to all participating PPP lenders to submit First and Second Draw loan applications to SBA.


PPP Forgiveness:


- Reminder: Complete the Institution Settings to ensure timely payment to your Financial Institution.
- View our videos before you begin.

This platform will allow the submission of PPP Loans and Forgiveness decisions to the SBA. Please take the time to read the user guide, watch our introductory video, and read the FAQs and additional resources.

[User Guide](#) [Videos](#) [FAQ](#) [Additional Resources](#)

User Guide

 **PPP Platform Origination Lender User Guide**
The PPP Platform Origination Lender User Guide provides comprehensive instructions on using the Origination functionality on the Platform, including screenshot tutorials, documentation, requirements, process timelines, and other useful resources. Please review this guide for the most current information regarding the platform.

 **PPP Platform Forgiveness Lender User Guide**
The PPP Platform Forgiveness Lender User Guide provides comprehensive instructions on using

Platform Help

If Lenders have additional questions that cannot be answered via the Platform Resources, they may submit a message to the SBA via the Platform Inbox.

1. Click "Inbox" in the top banner.
2. Click on "New Message."
3. Select a message category, draft, and submit message.

The screenshot shows the SBA Platform Inbox interface. On the left is a dark blue sidebar with the SBA logo and navigation links: Resources, SBA Dashboard, Lookup/Disbursed PPP Loans, All Forgiveness Submissions, Submit New PPP Forgiveness Decision, Proactive Loan Reviews, Drafts, and Institution Settings. The main content area has a top banner with 'Open Items' and a 'View Closed Items' button. Below the banner is a search bar with 'Message Type' and 'SBA Number' dropdowns, and 'Search' and 'Clear' buttons. A table displays one entry: 'test' in the Request column, 'EbranDemoBank (Lancaster, PA)' in the Context column, and 'General Correspondence' in the Message Type column. A red box labeled '1.' highlights the 'Inbox' link in the top right of the main area. Another red box labeled '2.' highlights the '+ New Message' button. A third red box labeled '3.' highlights the 'Message type' dropdown menu, which is open and shows a list of categories: General Correspondence, Policy or Procedure Questions, Platform Access Questions, Payment or Reconciliation Questions, and SBA Formal Loan Review.

FAQ

How do I access the Forgiveness Platform?

This platform can be accessed by visiting forgiveness.sba.gov.

How do I contact the SBA?

The SBA's PPP Lender Hotline is +1 (833) 572-0502.

Where can I find information about APIs?

A complete guide for Platform API use can be found [here](#).

How many Platform users can each institution have?

Admin users may create up to 10 active users for each institution. We recommend that no more than two users be Admins.

Is there a maximum number of documents that can be uploaded with each application?

No, Lenders may submit an unlimited number of documents with each application. The Platform supports pdf, xls, xlsx, csv, doc, docx, jpg, jpeg, and png files.

Should I use the 3508EZ, 3508S, or the standard 3508 application form?

Lenders should use whichever form they received from the borrower to submit a forgiveness decision.

What happens if I submit and then need to withdraw an application?

You can withdraw a forgiveness decision after it has been submitted and before it has been reviewed by SBA ("Pending Validation" status). Decision submissions are typically in "Pending Validation" for 24 hours after submission. Lenders may submit a request to withdraw a submission via the Platform Inbox once the submission moves into "Under Review" status. SBA has the ability to withdraw a submission on behalf of the lender.

Additional Resources

For detailed guidance on policies and procedures related to the PPP loan program and forgiveness, please reference the following documents:

Resource	Description
Interim Final Rule on SBA Loan Review Procedures and Related Borrower and Lender Responsibilities	Informs borrowers and lenders of SBA's process for reviewing PPP loan applications and loan forgiveness applications
PPP Interim Final Rule - Loan Forgiveness Requirements and Loan Review Procedures as Amended by Economic Aid Act	Consolidates prior forgiveness rules and incorporates changes made by the Economic Aid Act, including guidance for forgiveness of second draw loans.
Procedural Notice 5000-20038, Procedures for Lender Submission of Paycheck Protection Program Loan Forgiveness Decisions to SBA and SBA Forgiveness Loan Reviews	Informs PPP Lenders of the processes for submitting decisions on PPP borrower loan forgiveness applications to SBA, requesting payment of the forgiveness amount determined by the Lender, SBA loan forgiveness reviews and payment of the loan forgiveness amount determined by SBA.
Business Loan Program Temporary Changes; Paycheck Protection Program – Revisions to Loan Amount Calculation and Eligibility	Allows individuals who file an IRS Form 1040, Schedule C to calculate their maximum loan amount using gross income and removes certain eligibility restrictions.
3508 Application Form and Instructions	SBA Form 3508 (standard) forgiveness application and instructions, updated January 2021
3508EZ Application Form and Instructions	SBA Form 3508EZ forgiveness application and instructions, updated January 2021
3508S Application Form and Instructions	SBA Form 3508S forgiveness application and instructions, updated January 2021
Treasury Website	Additional Procedural Notices, Final Rules, and other information.
SBA PPP Website	Additional resources and guidance around SBA's PPP loan program.

Additional Resources

- If you need additional guidance, please contact the following resources:
 - SBA PPP Lender Hotline: **+1 (833) 572-0502**
 - For general Forgiveness questions: [SBA Forgiveness Inbox](#)
 - For technical Platform questions: [Platform Inbox](#)

Questions?

