



Paycheck Protection Program Forgiveness Information

Please download the appropriate PPP Loan Forgiveness Application we have provided on our website - FORM 3508S, FORM 3508EZ and FORM 3508. There is important information within each form that will be helpful in completing the application.

FORM 3508S:

This form may be used if you meet the following criteria:

- A. Your loan is \$150,000.00 or less;

FORM 3508EZ:

This form may be used if you meet the following criteria:

- A. Your loan is more than \$150,000.00;
- B. You are a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP application and did not include any employee salaries in the computation. Or,
- C. You did not reduce annual salary or hourly wages of any employee by more than 25% during the covered period; AND, you did not reduce the number of employees of the average paid hours of employees between January 1, 2020 and the end of the covered period. Or,
- D. You did not reduce annual salary or hourly wages of any employee by more than 25% during the covered period; AND, you were unable to operate during the covered period at the same level of business activity as before February 15, 2020, due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, CDC, or OSHA due to safety requirements for COVID-19.

General Information:

- The forgiveness application must be made using the same information as on your PPP Borrower Application
- You will use your assigned SBA loan number – that is the same as your CNB loan number.
- Please refer to the instructions on each application to help guide you as you complete the required information.
- You must certify each of the representations on the application. These are different from the loan application so read each one carefully.
- Originally, the program called for certain provisions. Below are the changes to the initial program that may be helpful should you need other expenses or more time to be fully forgiven:
 - Extension of the deferral period for principal and interest payments until the date on which SBA remits the loan forgiveness amount on a loan to the lender (or



notifies the lender that no loan forgiveness is allowed), if the borrower applies for forgiveness within ten months after the end the loan forgiveness covered period.

- Reduction of expenses required to be spent on payroll has been lowered from 75% to 60%. Partial forgiveness is available should you not meet the 60% threshold.
- Provides borrowers receiving loans before June 5, 2020 the flexibility to elect whether to use the 8-week or 24-week covered period for loan forgiveness. Customers do not have to wait until the 24-week period is over to apply for forgiveness – they can apply at any time once they have exhausted the PPP funds.
- All other provisions of the CARES Act remain in force.
- Please note, that forgiveness can be applied for at any time but once a decision on your forgiveness application is made, you will either need to begin payments or payoff the remaining loan balance to avoid payments.

Please download the forgiveness checklist from our website. For loans under \$150,000.00 only documentation required is FORM 3508S.