



October 20, 2020

Dear Business Owners/PPP Borrowers:

We, at Bank of the West, sincerely hope this email finds you, your family and your employees doing well in these challenging times. In regard to your Paycheck Protection Program (“PPP”) loan, Bank of the West has been diligently working to ensure that your PPP Loan Forgiveness application process will be as efficient and successful as possible, while awaiting processing guidelines and final rules from the U.S. Treasury (“Treasury”) and the United States Small Business Administration (“SBA”).

Although the SBA has extended the repayment period of your PPP loan we encourage you to apply for PPP Loan Forgiveness at your earliest convenience as your application may be in a pending status with your Bank up to sixty (60) days and with the SBA up to ninety (90) days.

Recently, the SBA released a much anticipated, streamlined loan forgiveness application for the PPP loans totaling \$50,000 or less. When you are ready to begin the PPP Loan Forgiveness process please access the Treasury’s website at www.treasury.gov or read below for a more simplified process to determine which form is best for your PPP loan.

To determine which PPP Loan Forgiveness form applies to your PPP Loan:

With the release of the streamlined SBA Loan Forgiveness Application Form (Form 3508S), there are now three SBA loan forgiveness application forms that may be used: (1) Form 3508S; (2) Form 3508EZ; and (3) Form 3508. We recommend the following steps be considered:

- If your original loan amount was \$50,000 or less, use the newly released Form 3508S. It is the shorter and least complicated of the forgiveness forms. Note that this form cannot be used if a borrower, together with its affiliates, received PPP loans aggregating \$2 million or greater.

[Download the PPP Loan Forgiveness Application Instructions for SBA Form 3508S](#)
[Download the PPP Loan Forgiveness Application SBA Form 3508S](#)

- If your original PPP loan amount was greater than \$50,000, refer to the applicable checklist within the Form 3508EZ forgiveness application package to determine whether you meet one of the three eligibility requirements. Those requirements are summarized below:
 - You are a borrower who is a self-employed individual, independent contractor, or sole proprietor who had no employees at the time of the PPP loan application and did not include any employee salaries in the computation of average monthly payroll in the Borrower Application Form (SBA Form 2483).
 - You are a borrower who did not reduce annual salary or hourly wages of any employee by more than 25% during the Covered Period or the Alternative Covered Period (as defined) compared to the period between January 1, 2020 and March 31, 2020, **AND** you are a borrower who did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period.



- You are a borrower who did not reduce annual salary or hourly wages of any employee by more than 25% during the Covered Period or the Alternative Covered Period (as defined) compared to the period between January 1, 2020 and March 31, 2020, **AND** you are a borrower who was 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, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19.

[Download the PPP Loan Forgiveness Application Instructions for SBA Form 3508EZ](#)
[Download the PPP Loan Forgiveness Application SBA Form 3508EZ](#)

- If your original PPP loan amount was greater than \$50,000 and you do not meet any one of the above three eligibility requirements to use Form 3508EZ, then you must apply for forgiveness of your PPP loan using SBA Form 3508.

[Download the PPP Loan Forgiveness Application Instructions for SBA Form 3508](#)
[Download the PPP Loan Forgiveness Application SBA Form 3508](#)

Regardless of the applicable forgiveness application form utilized, please be sure to review the instructions so you know what documents must be submitted and what documents need to be retained by you for your records. You may also read more general info about the PPP/Loan Forgiveness by clicking on the below links that will direct you to those specific topics on the Treasury's website.

[Access the Most Current PPP Information](#)
[Access the PPP Frequently Asked Questions on PPP Loan Forgiveness](#)

If you have any questions please feel free to contact our lenders that assisted you with your PPP loan. We continue to be at your service and look forward to our safe and healthy return to normal business.