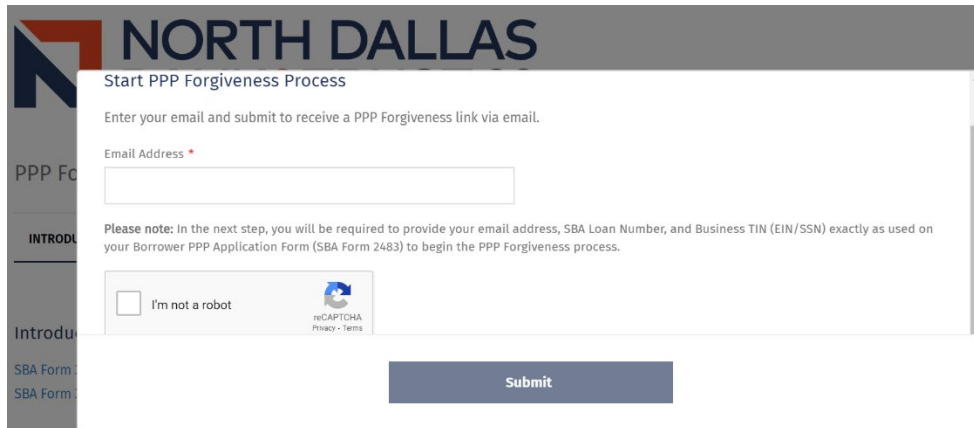


PPP Online Questionnaire Instructions

1. To apply online, please click [Here](#) or in the body of this email.
2. You will be prompted to enter the email address used on the PPP Application (SBA Form 2483, 2483-SD or 2483-SD-C). This may be different than the email address of the person filling out the questionnaire. If you have questions, please contact your lender. Once entered, check the box next to **“I’m not a robot”** and then click the **Submit** button.



NORTH DALLAS

Start PPP Forgiveness Process

Enter your email and submit to receive a PPP Forgiveness link via email.

Email Address *

Please note: In the next step, you will be required to provide your email address, SBA Loan Number, and Business TIN (EIN/SSN) exactly as used on your Borrower PPP Application Form (SBA Form 2483) to begin the PPP Forgiveness process.

I'm not a robot

reCAPTCHA Privacy - Terms

Submit

a.

3. The same email address used on the original PPP application will receive a confirmation email with the PPP Forgiveness ID and instructions to start the PPP process.



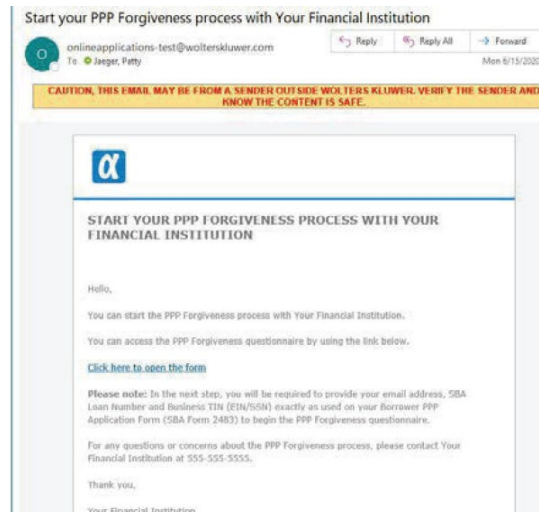
Questionnaire Sent

An email has been sent to



a.

4. The email address will receive an email with instructions to start completing the questionnaire. This is a sample:



a.

5. As in the email example above, please select the link to start the questionnaire.
6. You will be required to complete the Security Questions, check the **“I’m not a robot box,”** then click the **Confirm** button.
 - a. Note: If you do not know your SBA Loan number, please contact your lender or Customer Service.
7. Please check the box on the Introduction screen to agree to terms and consent then click **Start Questionnaire**.

INTRODUCTION

Introduction

SBA Form 3508 PPP Forgiveness Application (06/16/2020) Form Instructions
SBA Form 3508EZ PPP Forgiveness EZ Application (06/20) EZ Form Instructions


I agree to the following:

- I will be providing information in a questionnaire to start the PPP Forgiveness Process. The worksheets and calculations are based on US government guidelines in effect as of the date and version of this form appearing above, and may be updated at any time;
- I will verify all the data entered and the calculations shown on the questionnaire and by submitting the questionnaire to Your Financial Institution attest to the accuracy of the data and calculations;
- this questionnaire starts the PPP Forgiveness Process and that Your Financial Institution may request additional information and supporting documents as part of the PPP Forgiveness Process; and
- the Forgiveness Application will not be complete until I sign a completed SBA Forgiveness Application (SBA Form 3508 or SBA Form 3508EZ) that Your Financial Institution will send to me for signature.

I agree to the above and consent to electronic communications. *

[View Terms & Conditions for Electronic Communication](#)

Start Questionnaire

- a.
 - b. On the introduction screen, there will have links to both blank SBA 3508, 3508S and 3508 EZ forms and instructions for reference.
8. After the Introduction, you will be asked to complete the Options Tab.
- a. Choose your type of forgiveness form: SBA Form 3508, 3508S or 3508EZ.
 - i. The following link will provide guidance under “For Borrowers” on how to use each of the 3 forgiveness forms: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-small-businesses/paycheck-protection-program>
 - b. The PPP Loan Disbursement Date should be auto-populated.
 - c. Choose your covered period: 8 Weeks or 24 Weeks for First Draw Loans. Choose anywhere from 8 Weeks to 24 Weeks for Second Draw Loans.
 - i. Note: As you progress through the questionnaire, hovering over the question mark  will provide additional details for completion of the field.
9. You will be asked a series of questions and tabs to complete the questionnaire. Please verify that all numbers input into the questionnaire have supporting documentation to ensure the quickest turnaround in the forgiveness process.

If you have any questions, please remember that hovering over the question mark will provide additional details for completion of the field. Any further questions, may be directed to your lender. If you do not know your lender, please contact Customer Service at 972-716-7100 and they will direct you.