

S&T BANK PPP FORGIVENESS APPLICATION 3508S CHECKLIST (Revised January 19, 2021)

Borrower may only use 3508S Application Form if the PPP Loan is \$150,000 or less. A Borrower that, together with its affiliates, received PPP loans totaling \$2 million or greater cannot use this form.

The Small Business Administration (SBA) published the Loan Forgiveness Application and Instructions for Borrowers of the Paycheck Protection Program as can be found on the SBA website (www.sba.gov.) The application and instructions can also be obtained by visiting [S&T Bank's website](#). The following is a list of required documents that must be provided to process your PPP Loan Forgiveness Application. Supporting documentation is only required for the items used in determining your Forgiveness Amount; all items below may not be applicable. You may want to consider discussing forgiveness with your tax/financial advisor before applying.

Please mark the applicable boxes to indicate the information that you are providing and return this checklist with your application:

PPP Loan Forgiveness Application Form 3508S, only if eligibility requirements are met.
The 3508S Form is a shorter application process if certain conditions are met as outlined in the 3508S Instructions for Borrower – Checklists for Using SBA Form 3508S. Check if you have determined that eligibility requirements are met.

Application is completed with wet initials and signature (e-signatures are not accepted)
This application can be submitted electronically through SBA@stbank.com.

Important Note: To obtain full forgiveness, make sure you have used all your PPP funds for eligible expenses and have documentation supporting the expenses as detailed on page 4 of the Paycheck Protection Program – PPP Loan Forgiveness Application Form – 3508S Revised January 19, 2021 – Documents that Each Borrower Must Maintain but is Not Required to Submit.

Second Draw Applications

If this loan forgiveness application is being submitted for a Second Draw PPP Loan, the Borrower must submit simultaneously documentation to support the gross receipts reduction certification on the Borrower's loan application (if not previously submitted).

Submitted at time of loan application (2483-SD)

Being submitted with this application – 3508S

PPP Borrower Demographic Information Form (optional) located within the Form 3508S.
(If submitting, complete Principal and Position fields).

Key Terms

These key terms are provided to help in determining the forgiveness amount.

- Covered Period – The Covered Period Begins on the date the loan was originally disbursed. It ends on a date selected by the Borrower that is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of the loan disbursement.

Applications for Forgiveness need to be submitted to SBA@stbank.com with the subject line SBA PPP.