PPP Loan Process Workflow Application

Application	Payroll Verification	Eligibility	Documentation

Application

Discuss Loan details and terms with borrower. Make sure they understand forgiveness requirements.
SBA PPP Guidance

CU provides PPP Loan Application to Borrower
PPP Borrower Application

Borrower completes and submits application to Lender

Lender reviews application to determine if borrower has completed properly and verify yes/no questions

Payroll Verification

Borrower provides Payroll information to Lender

Lender reviews and verifies payroll
PPP FAQ
Self-employed guidance

Lender should verify loan amount is correct and supportable based on payroll data

Lender verifies number of employees as of 2/15/2020

Eligibility

Borrower determines eligibility based on type of business and affiliation rules

Lender should make good faith determination if borrower is eligible or does not meet SBA eligibility requirements
SBA SOP 50 10

Documentation

Lender should document all verifications and approve loan through any necessary internal processes
Lender Checklist Sample

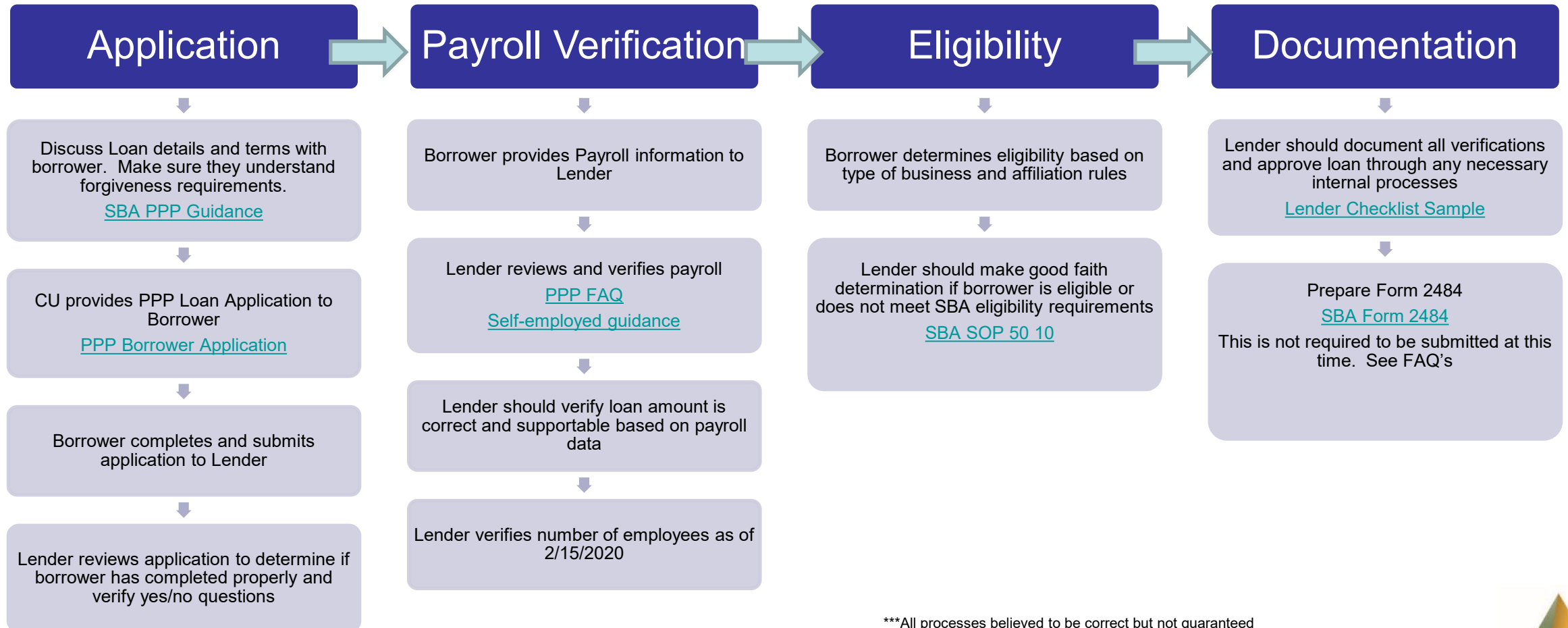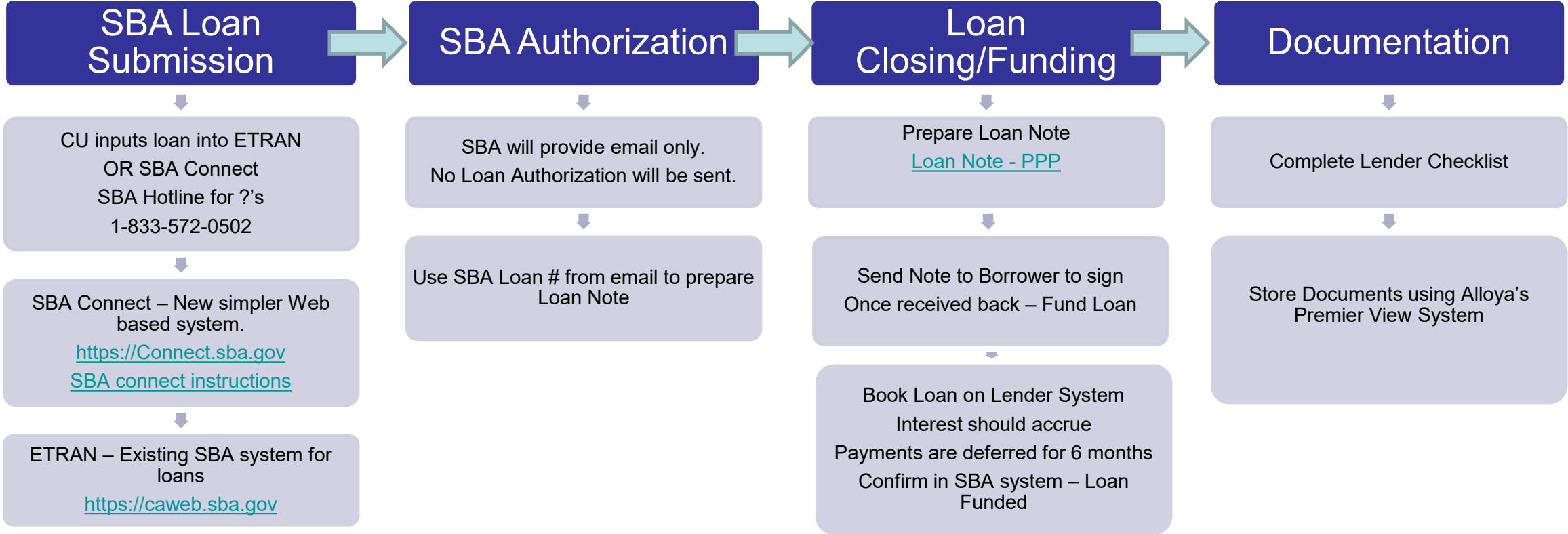Prepare Form 2484
SBA Form 2484
This is not required to be submitted at this time. See FAQ's

***All processes believed to be correct but not guaranteed

PPP Loan Process Workflow
Loan Submission and Closing

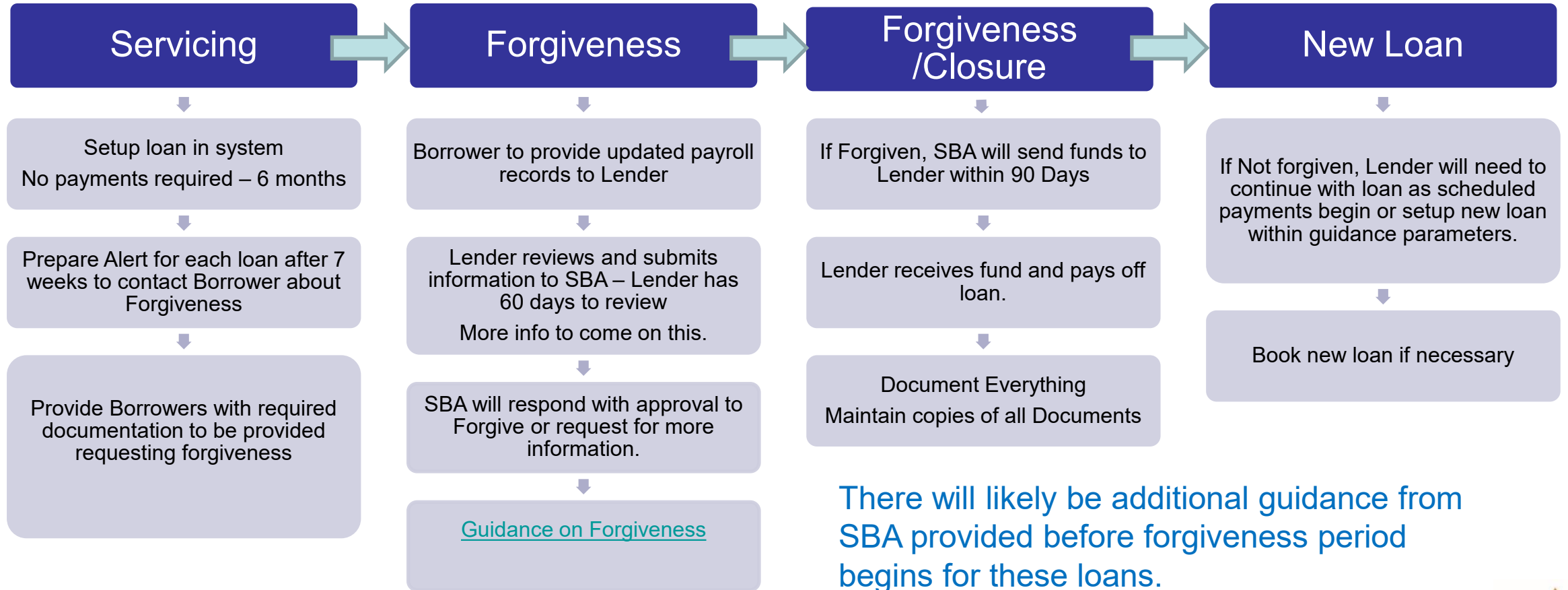| SBA Loan Submission	→	SBA Authorization	→	Loan Closing/Funding	→	Documentation

SBA Loan Submission

CU inputs loan into ETRAN
OR SBA Connect
SBA Hotline for ?'s
1-833-572-0502

SBA Connect – New simpler Web based system.
https://Connect.sba.gov
SBA connect instructions

ETRAN – Existing SBA system for loans
https://caweb.sba.gov

SBA Authorization

SBA will provide email only.
No Loan Authorization will be sent.

Use SBA Loan # from email to prepare Loan Note

Loan Closing/Funding

Prepare Loan Note
Loan Note - PPP

Send Note to Borrower to sign
Once received back – Fund Loan

Book Loan on Lender System
Interest should accrue
Payments are deferred for 6 months
Confirm in SBA system – Loan Funded

Documentation

Complete Lender Checklist

Store Documents using Alloya's Premier View System

***All processes believed to be correct but not guaranteed

PPP Loan Process Workflow
Servicing and Forgiveness

Servicing	→	Forgiveness	→	Forgiveness /Closure	→	New Loan

Servicing

Setup loan in system
No payments required – 6 months

Prepare Alert for each loan after 7 weeks to contact Borrower about Forgiveness

Provide Borrowers with required documentation to be provided requesting forgiveness

Forgiveness

Borrower to provide updated payroll records to Lender

Lender reviews and submits information to SBA – Lender has 60 days to review
More info to come on this.

SBA will respond with approval to Forgive or request for more information.

Guidance on Forgiveness

Forgiveness /Closure

If Forgiven, SBA will send funds to Lender within 90 Days

Lender receives fund and pays off loan.

Document Everything
Maintain copies of all Documents

New Loan

If Not forgiven, Lender will need to continue with loan as scheduled payments begin or setup new loan within guidance parameters.

Book new loan if necessary

There will likely be additional guidance from SBA provided before forgiveness period begins for these loans.

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