



For loans more than \$50,000 or if you and your
D]OLDWHV UHFHLYHG 333 /RDQV WRWDOLQJ PLOOLRQ
or more, follow these next steps:

Calculate your average Full-Time Equivalency (FTE)

8VH WKH VLPSOL4HG RU GHWDLOHG PHWKRQ 6HH SDJH RI
)RUP -QVWUXFWLRQV IRU 333 6FKHG XOH \$

Select your reference period

\$IWHU FKRRVLQJ \RXU UHIHUHQFH SHULRG 6HH SDJH RI
\RXU)7(OHYHOV IURP WKLV SHULRG WR \RXU)7(OHYHOV
GXULQJ WKH &RYHUHG 3HUR 6HH SDJH RI
Instructions IRU 333 6FKHG XOH \$

\$GGLWLRQDO VWHSV EHIRUH VXEPLWWL
Gather documents to submit

Click [here](#) WR UHØKDW GRFXPHQWV \RX OO Q
VXEPLW DV ZHOO DV DFFHSWDEOH IRUPD
QDPHV DQG PDLXP QXPEHU RI 4OHV WK
XSORQGHU FDWHJRU\

Review our Forgiveness resources

- [FAQs](#): \$QVZHUV WR FRPPRQ TXHVWLRQV DE
GXOHV DQG FRUJLYHQHV
• [Glossary](#): H4QLWLRQV RI WHUPV \RX PD\ FR
as you complete your request

<RXU)RUJLYHQHV DPRXQW PD\ EH UHGXFHG LI ZHHNO\
DYHUDJH HPSOR\HH)7(GXULQJ \RXU &RYHUHG 3HULRG
ZDV OHVV WKDQ GXULQJ WKH UHIHUHQFH SHULRG

Helpful tips:

<RXU)RUJLYHQHV DPRXQW PD\ EH UHGXFHG LI ZHHNO\
DYHUDJH HPSOR\HH)7(GXULQJ \RXU &RYHUHG 3HULRG
ZDV OHVV WKDQ GXULQJ WKH UHIHUHQFH SHULRG
WR VXEPLW ZLWK XV -I \RX [here](#) Q W \RX FD

&KHFN LI \RX PHHW 6DIH +DUERU TXDOLFDWLRQV
)RU GHWDLOV RQ 6DIH +DUERU UXOHV
)RUP IRU 333 6FKHG XOH \$

6DIH +DUERU TXDOLFDWLRQV
FDQ VXEPLW \RXU RQOLQH)RUJLYHQHV U
QRW KDYH WR EH WKH VDPH SHUVRQ ZKR
PPP Loan.

6DYH \RXU GRFXPHQWV LQ 3') -3* ;/6; RU 3
7KHUH LV D 0% PD[VL]H SHU 4OH DQG 4OH
OHVV WKDQ FGDUDFWHUV ZLWK QR VSHFL

<RX PD\ ZDQW WR FRQWDFW \RXU DFFRXQV
RWKHU WUXVWHG DGYLVRUV EHIRUH \RX V

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