



SIGNATURE BANK®

March 1, 2021

Dear Signature Bank Client:

Signature Bank's dedicated online portal for the acceptance of Loan Forgiveness Applications (each, an "LFA") has been re-opened as of today, Monday, March 1, 2021. The portal has been updated to accept new applications that conform to the changes announced by the government in December 2020 with respect to Paycheck Protection Program ("PPP") loan forgiveness. A PPP borrower can apply for forgiveness once all loan proceeds for which the borrower is requesting forgiveness have been used. A PPP borrower may apply for forgiveness any time up to the maturity date of its PPP loan. However, if a PPP borrower elects not to apply for forgiveness within 10 months after the last day of the maximum 24 week covered period, then PPP loan payments are no longer deferred, and borrowers must begin making loan payments. The online portal is the same portal that you previously used when applying for your PPP loan. To access the portal, use the following link:

[Signature Bank PPP Portal](#) (*Chrome – preferred browser*)

In addition to facilitating the submission of your LFA to the SBA, our portal has been designed to assist you with calculating the amount of potential forgiveness, answer frequently asked questions and provide links to the SBA's website for direct guidance for more complex questions. The portal will also allow you to track the status of your LFA as it is reviewed by Signature Bank and submitted to the SBA for approval.

Before starting the application on our portal, you may wish to consult with your counsel, accountants, financial advisors, and tax consultants. You may review the PPP loan forgiveness materials, including updated loan forgiveness application forms and instructions, using the following links:

- [SBA Form 3508 Paycheck Protection Program Loan Forgiveness Application](#) (updated 01-19-21)
- [SBA Form 3508EZ Paycheck Protection Program Loan Forgiveness Application](#) (updated 01-19-21)
- [SBA Form 3508S Paycheck Protection Program Forgiveness Application](#) (updated 01-19-21)
- [Loan Forgiveness Requirements and Loan Review Procedures as Amended by Economic Aid Act](#)

For general questions regarding the application process, please email [PPP@SignatureNY.com](mailto:PPP@SignatureNY.com). We will try to reply as promptly as we can during normal business hours.

For technical support, including password resets, please email [ncino\\_support@SignatureNY.com](mailto:ncino_support@SignatureNY.com).

Thank you for selecting us as your banking partner.

Sincerely,  
Signature Bank

**Please note:** The submission of a PPP Loan Forgiveness application does not guarantee loan forgiveness. The application must be reviewed and decisioned first by Signature Bank for completeness and accuracy and then submitted to the SBA for approval. Regardless of amount, the SBA may review any loan it deems necessary for the Borrower's eligibility, use of proceeds and accuracy of any information used in obtaining the PPP loan or seeking forgiveness. If Signature Bank receives notice that the SBA has selected your PPP loan or forgiveness request for review, we are required to provide written notice to you within five (5) business days.