



SIGNATURE BANK®

July 15, 2020

Dear Signature Bank Client;

Signature Bank will begin accepting the SBA's PPP Loan Forgiveness Application ("LFA") through our dedicated online client portal on Wednesday, July 15, 2020. We will continue to accept forgiveness applications as per the PPP Rules which currently state that you can apply for forgiveness up to and including the maturity date of your loan. This 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 in 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 we strongly suggest you consult with your counsel, accountants, financial advisors, and tax consultants. You are further advised to:

- Carefully review the Paycheck Protection Program (PPP) Loan Forgiveness materials including Application and instructions using the following links.
  - ▶ [Loan Forgiveness Application Form EZ Instructions](#)
  - ▶ [Loan Forgiveness Application Form EZ](#)
  - ▶ [Loan Forgiveness Application Instructions](#)
  - ▶ [Loan Forgiveness Application](#)
  - ▶ [SBA Website](#)
- Assemble required documentation needed to verify Payroll, FTE and eligible Non Payroll expenses.
- Keep abreast of subsequent changes and additional guidance from the SBA.

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

Disclaimer: Please note that 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.