



U.S. Small Business  
Administration

# PPP Technical / Update Webinar

## 2/23

*Not intended to provide policy guidance – Technical orientation to Lenders & Vendors of SBA*

# Agenda:

- **Special Reminder: 3/5/2021 - New Forgiveness Forms**
- Platform Updates to Support:
  - **Exclusivity Period and Related Changes**
  - **ITIN Changes**
- **Live Demo:**
  - **ETRAN – Primary Borrower Self-Service**

# New Forgiveness Forms Enforcement

- **Special Reminder: 3/5/2021 - New Forgiveness Forms**
- **Testing Environment Available**
- **Collaboration with our team on-going – happy to hold individual sessions to support your efforts**

## SBA PPP Loan Forgiveness

\*\*Note - The new 3508 PPP Forgiveness forms are scheduled to be enforced starting on 3/5/2021. Please process all backlog PPP applications utilizing the old forms by 03/04. Forgiveness decisions submitted on 03/05 will be required to have the new elements present on the forms. \*\*

<https://ussbaforgiveness.github.io/>

# Paycheck Protection Program (PPP)

- Exclusivity period for applications – No rule change required
- **Platform Implications:**
  - The PPP Platform/ETRAN will not accept applications. You will get an error message upon submission starting 9AM ET on 2/24.
  - In Process Applications, Proactive Reviews/Hold Clearing, and related funding will continue without any change in process.

# Paycheck Protection Program (PPP)

## *Elimination of Restrictions – Non-Citizen Owners*

- All lawful US residents **already** have access to PPP
- Platform was updated to support ITIN at the **principal level:**
- **We have already seen lenders leverage this functionality**
- **Note – additional certification upon submission to indicate you have completed the research and validated this is a proper ITIN.**
- ITIN: Individual Taxpayer Identification Number
  - Issued by IRS
  - Nine-digit number with format: 9XX-XX-XXXX
  - Always begins with “9”

# Paycheck Protection Program (PPP)

## *Demographic Information - PPP Application*

- On Feb. 17<sup>th</sup> SBA updated the PPP applications to provide greater prominence to the optional demographic questions
  - Increase borrower awareness
  - Capture a higher response rate
  - Better illustrate PPP's impact across various population segments

### **Platform Implications:**

Please ensure you are presenting to your Borrowers the demographic inputs; API and User Interfaces takes this input. We would be glad to help you with integration if this is required. The Administration would like to see improvement in the overall collection of this information.

# Paycheck Protection Program (PPP)

*Live Demo!*

## SBA Self-Service ETRAN Demo

### Error Message:

You are likely seeing this message because your first PPP Loan was booked under an SSN or EIN Type that is not the same as the loan you are now attempting to enter. These values must match for your submission to move forward. Please follow the correction instructions on the (platform) resources section.

Most common driver of this problem is related to inaccurate data or entity changes since the original 2020 PPP loan.



#### Self-Service ETRAN Tax ID Change Instructions

The Self-Service ETRAN Tax ID Change Instructions provide instructions on how to correct some of the more frequent TAX ID mismatch situations within ETRAN.

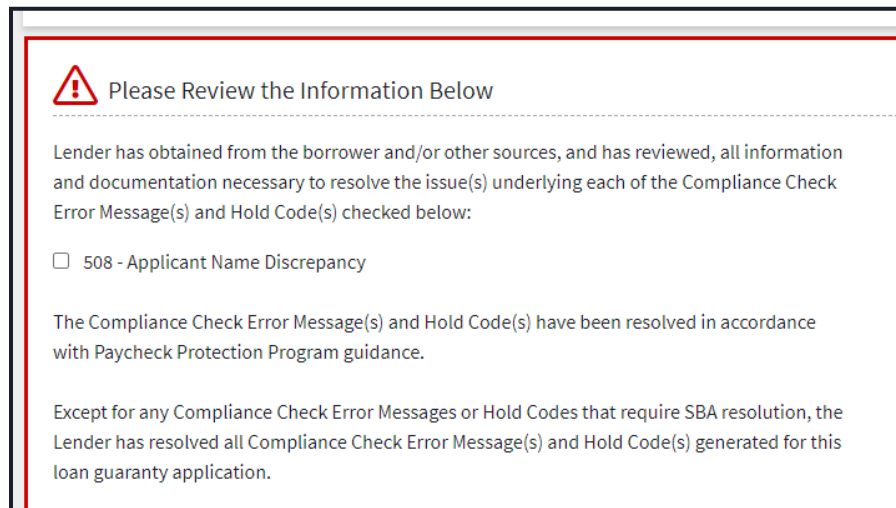
*On the PPP Platform*


# Paycheck Protection Program (PPP)

## Table 1 & Table 2 - Hold Updates

### Compliance Check Errors (resulting in Not Approved 2021 Loans)

- 1) Click on your **Not Approved Loan** in the Platform to discover the Error
- 2) If Lender Certification is allowable, follow the on-screen instructions to submit your request.



 Please Review the Information Below

Lender has obtained from the borrower and/or other sources, and has reviewed, all information and documentation necessary to resolve the issue(s) underlying each of the Compliance Check Error Message(s) and Hold Code(s) checked below:

508 - Applicant Name Discrepancy

The Compliance Check Error Message(s) and Hold Code(s) have been resolved in accordance with Paycheck Protection Program guidance.

Except for any Compliance Check Error Messages or Hold Codes that require SBA resolution, the Lender has resolved all Compliance Check Error Message(s) and Hold Code(s) generated for this loan guaranty application.

### Hold Codes (resulting from First Draw Holds)

- 1) Find your First Draw Loan Hold Reason within the Proactive Loan & Hold Review tab.
- 2) If Lender Certification is allowable, follow the on-screen instructions to submit your request to the SBA.
- 3) **Please note:** Not all First Draw Holds can be cleared without documentation.
- 4) Please refer to the enclosed instructions and Table 1 & Table 2 within the SBA Procedure Notice.

### 2-3 business days from start to finish

- 1) Certify or Clear Hold – Day 1
- 2) Submit 2<sup>nd</sup> Draw Automatically – Day 2
- 3) Approval by SBA – Day 3



# Paycheck Protection Program (PPP)

## *Other Reminders*

- 1) PPP Platform allows you to originate. Subsequent servicing changes, loan amount changes are required to be completed in ETRAN. PPP Platform has no capability to support servicing functions.
- 2) PPP Loans can be canceled within ETRAN and within 24 hours are removed from the PPP Platform – this will allow Lenders to resubmit if required.
- 3) Funded Loans are generally getting post before 5:00pm EST daily;

# Paycheck Protection Program (PPP)

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