



RE: Paycheck Protection Program (PPP) Loan

Thank you for allowing Two Rivers Bank to assist you with your PPP loan. We wanted to let you know the Small Business Administration (SBA) has released the forgiveness applications and related instructions, which can be found [here](#).

As you know, PPP borrowers are eligible to have all or some of their PPP loan forgiven if the funds are used appropriately and the borrower files a Forgiveness Application. In order to have your PPP loan forgiven, you are required to submit one of the three applications below based on your loan amount and loan forgiveness eligibility requirements.

- **3508EZ Form (6/20 form)** – if self-employed or meet the eligible payroll requirements (please read the PPP Loan Forgiveness Application Instructions for the 3508EZ form for eligibility requirements and how to complete the application.
- **3508S Form (10/20 form)** – if PPP loan amount is \$50,000 & under and meets eligible payroll requirements (please read the PPP Loan Forgiveness Application Instructions for the 3508S form for eligibility requirements and how to complete the application.
- **3508 Form (6/20 form)** – for all borrowers that do not meet the payroll requirements as listed in the above applications (please review the PPP Loan Forgiveness Application Instructions for the 3508 form for completing the application. Schedule A must be completed as well.

In addition to the completed application, all supporting documentation described in [Exhibit A](#) will need to be included with the application, regardless of what application is completed.

We also want to make you aware of the specific certifications that you will need to make when you submit the Forgiveness Application. In addition to the certifications required by the SBA, we will ask you to make additional certifications at the time you submit your application. This is due to the volume of Forgiveness Applications that we will be processing. These certifications include, among other items, that you understand you are solely responsible for verifying the accuracy of the contents of your Forgiveness Application and the adequacy of your supporting documents. While we are trying to help our customers by providing as much information as possible, we are not responsible for verifying the information contained in the Forgiveness Application or supporting documentation.

We expect the SBA will supplement the Forgiveness Application with new rules and FAQs. We hope that additional information will be released soon, and we will try to provide that information to our borrowers as soon as it is available. We also are aware that Congress continues to debate changes to the PPP, including forgiveness. In the meantime, the Forgiveness Application provides borrowers with a better understanding of the documents required to be submitted and the process for receiving forgiveness.

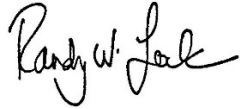
We encourage all customers to review the Forgiveness Application and to begin gathering the required documents necessary to seek forgiveness. It is important to follow current instructions, as the SBA may direct our bank to disapprove your Forgiveness Application if it is determined you did not spend the money on eligible expenses, retain the required number of jobs, or finds that you are ineligible for a PPP loan. We will be able to accept your Forgiveness Applications after your "Covered Period" ends and once the final procedures and process has been released by the SBA.

We recognize these Forgiveness Applications are complicated, and you may require additional assistance from a third party in completing it. If you seek assistance from an accountant, legal counsel, or other specialist, their

services will be at your expense and they will not be considered an agent under the PPP, unless identified to us at the time you submitted your PPP loan application.

Please let us know if you have any questions or need assistance.

Sincerely,

A handwritten signature in black ink that reads "Randy W. Lock". The signature is written in a cursive, flowing style.

Randy W. Lock
President/CEO, Two Rivers Bank
Member FDIC, Equal Housing Lender