

PPP Loan Forgiveness Applications and Information



If your PPP loan amount is \$150,000 or less, please use application [3508S](#)

If you received more than \$150,000, please use application [3508EZ](#)

When you submit the application for forgiveness, we will need the following information:

1. Completed forgiveness application (3508S/3508EZ)
2. Account statements for the account the bank wired money into for the cover period. (example: if the cover period is 1/26/21-4/8/21 we will need January, February, March & the partial April statements)
3. Copies of the payroll checks written on this account to the employee or employees
4. If you used any funds to pay utilities, rent, health insurance (for employees), 401k, etc. we will also need a copy of those bills/statements/etc. to show those were paid.
5. If the customer is a business (other than a sole prop or self-employed) please provide a payroll report. This can be from your payroll processors, QuickBooks, etc. Or could be as simple as an excel spreadsheet listing the pay dates, employee names & amount.

A couple of things to note:

- On the application the disbursement date is the date the funds were wired to your account
- The SBA PPP Loan number will be listed on the loan document under loan purpose

If you have an issue finding these loan numbers you may leave them blank and we will assist.

102 W.Barton RD
P.O. Box 125
Leonardville, KS 66449
785-293-5221

9370 E. Hwy 24
Manhattan, KS 66502
785-539-5933

521 West Main
Hill City, KS 67642
785-421-4127

100 S Range
P.O. Box 869
Colby, KS 67701
785-462-2224

1302 Main
P.O. Box 869
Goodland, KS 67735
785-890-2224

2401 N. Seth Child Rd.
Manhattan, KS 66503
785-537-4448

100 North Main
WaKeeney, KS 67672
785-743-6603

304 Rawlins Ave
P.O. Box 106
McDonald, KS 67745
785-538-2224

940 Oak Ave
P.O. Box 869
Hoxie, KS 67740
785-675-2224

610 West 2nd St.
P.O. Box 10
Oakley, KS 67748
785-672-4448