# CBT - SBA PPP FORGIVENESS APPLICATION PROCESS FLOWCHART

**STEP 1 – BORROWER SUBMITS APPLICATION TO ATLAS PORTAL**

*** If loan amount is greater than $150,000,** you must include application, required supporting documents & calculation detail

* Make sure to hit the "submit application" button to send the app to the Bank!

**STEP 2 - BANK REVIEWS APPLICATION**

1. Bank will contact Borrower to resolve any issues
2. When satisfied app is complete, Bank will initiate Borrower Signature

**STEP 3 – BORROWER SIGNS APPLICATION**

1. Borrower receives email from DocuSign
2. Borrower completes Authentication Process
3. Borrower submits signed application

**STEP 4 – BANK SUBMITS APPLICATION TO SBA**

1. Borrower does NOT receive any notification of the submission
2. Borrower can see the status on their portal dashboard

**STEP 5 – SBA REVIEWS APPLICATION**

1. Contacts Bank with any issues
2. Bank will contact Borrower if needed

**STEP 6 – SBA COMMUNICATES FORGIVENESS DECISION TO BANK**

**STEP 7 – BANK COMMUNICATES DECISION TO BORROWER**

1. If fully approved, Bank will apply SBA payment to the loan
2. Bank will send you a SBA Forgiveness Payment Notice for your records
3. If not fully approved, Bank will communicate next steps on repayment of loan

**STEP 8 – BORROWER MAINTAINS RECORDS**

SBA requires you to maintain all records related to the PPP loan for 7 years.