



As of 3.23.21

How Do I Apply for PPP Loan Forgiveness?

Use our secure online portal to complete the online form. Please click the link below or copy and paste the URL <https://middlefield.lenderscooperative.com> into your browser (top bar) on your device or computer. Internet Explorer is not fully supported. If you are encountering issues, please consider using another browser such as Chrome, Firefox, or Safari.

Videos:

Video Tutorial 3508 S (use for loans under \$150,000)

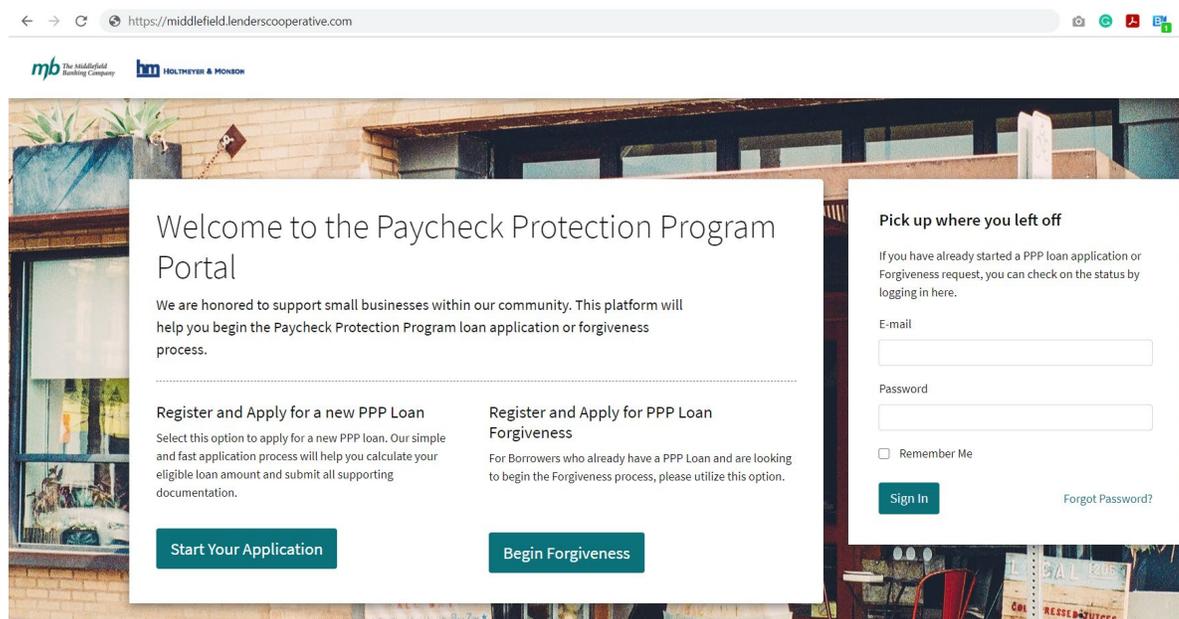
<https://vimeo.com/520956425/f240701e02> (7 minutes)

Video Tutorial 3580EZ (use for loans greater than \$150,000)

<https://vimeo.com/520958520/bd41a2de90> (14 minutes)

Here is an overview of the steps. Please consider watching the videos above for more detailed guide.

Step 1: Begin Forgiveness



Step 2: Start Your Forgiveness Request

Please enter your EIN/SSN used for your loan and the SBA Loan Number.

Start Your Forgiveness Request

In order to start the SBA PPP Loan Forgiveness process, please provide your EIN or SSN (associated with your original PPP Loan request) and SBA Loan number. After which, you will be asked to verify your loan amount. This is a security step for your protection.

Finally, you will be asked to register an account with us. This will allow you to start the process, send us messages and check on the status of your forgiveness request.

EIN or SSN

SBA Loan Number

Enter Your EIN or SSN utilized when you submitted your loan. No dashes required.

Enter your SBA Loan Number from your closing documentation, or contact us to acquire this number. No dashes required.

Step 3: Click the Dollar Amount that Matches Your Loan (rounded to the nearest dollar)

Verify Loan Amount

Create an Account with us

In order to best serve you we need you to create an account we can associate your loan with.

Your E-mail Address

Password

Password must contain at least one number and one uppercase, one lowercase letter, one special character and at least 8 or more characters

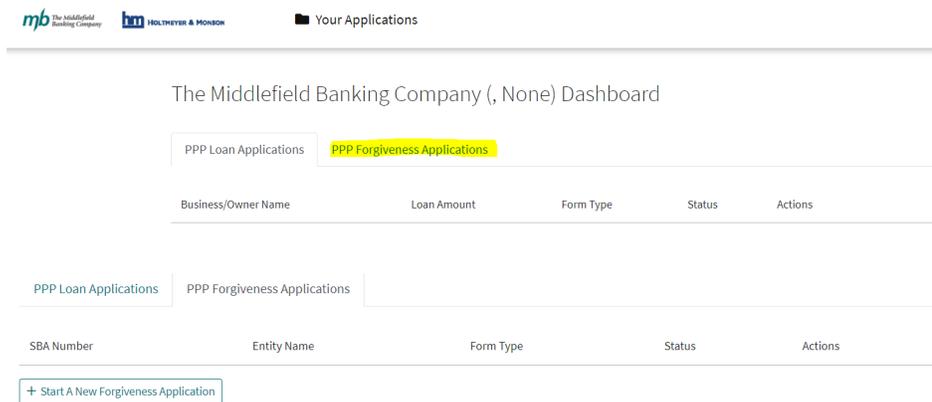
Confirm Password

Step 4: Create an account with us

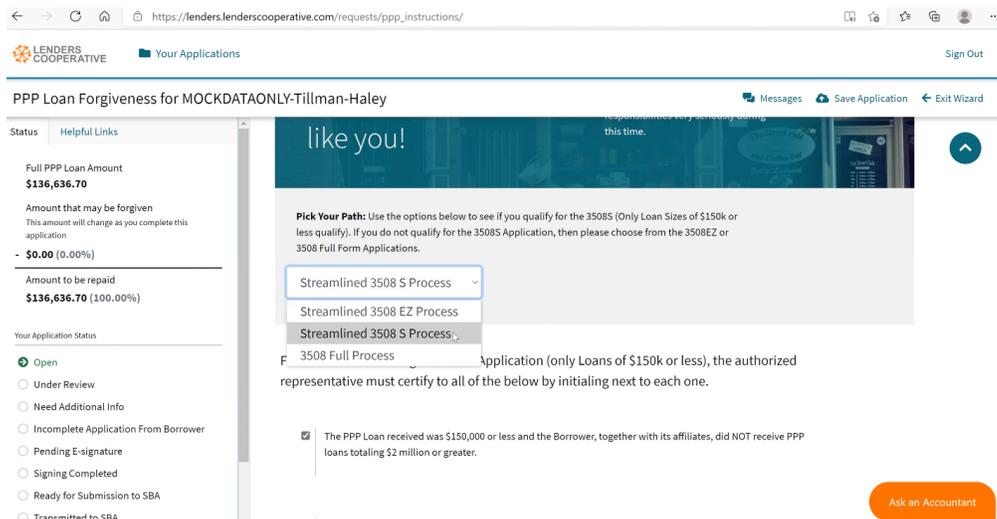
Enter your email and create a password. Follow the prompts to log back in with the email and the password you created. Please retain the email and password as this will be how you access its status and other actions. You will get an email to verify your email address from no-reply@lenderscooperative.com this is needed for your protection.

Step 5: Select PPP Forgiveness Applications

Click the Start a New Forgiveness Applications Button
You can start, save, and come back to the application.



Step 6: Pick Your Path – There are check boxes that explain the differences in the form. For loans under \$150,000 use 3508 S Process



Step 7: Complete the Borrower Details & Forgiveness Calculations sections

Step 8: Documents – for loans under \$150,000 you do not need to submit any attached documentation. Please retain for four year in case of a request by the SBA.

Step 9: Submit your Application – Click Ok to pop-up message “Asking if you are Ready to Submit this application?”

Step 10: You will receive a Thank You message. Please watch your email for messages from mbinfo@middlefieldbank.com , dse_NA3@docusign.net , and no-reply@lenderscooperative.com.

The screenshot displays a web application interface for a forgiveness application. On the left, a sidebar shows the 'Your Application Status' with a progress indicator: 'Open' (checked), 'Under Review', 'Need Additional Info', 'Incomplete Application From Borrower', 'Pending E-signature', 'Signing Completed', and 'Ready for Submission to SBA'. The main content area has a navigation bar with tabs: 'Get Started', 'Borrower Details', 'Forgiveness Calculation', 'Documents', and 'Summary' (selected). A large green checkmark icon is next to the main message: 'Thank you for Submitting your Forgiveness Application. We will address your application as soon as we are able. Under the SBA Guidelines, each Lender has 60 days to Submit the Application to the SBA.' Below this, a section titled 'What to expect next' includes a clipboard icon and text: 'We will review your entire application to make sure that your submission is complete and that you have included all of the appropriate documents. If there are any problems or discrepancies, we will send you an email or call you with instructions.' An orange button labeled 'Ask an Accountant' is visible in the bottom right corner.

If you still have questions and would like to join us for an online webinar, please [click here](#) and complete the form at the bottom of the page. We will respond to you with more details about the webinar. The information you provide will greatly help us to determine the most common questions and provide you with the best responses in a small group format.

Thank you for choosing Middlefield Bank!