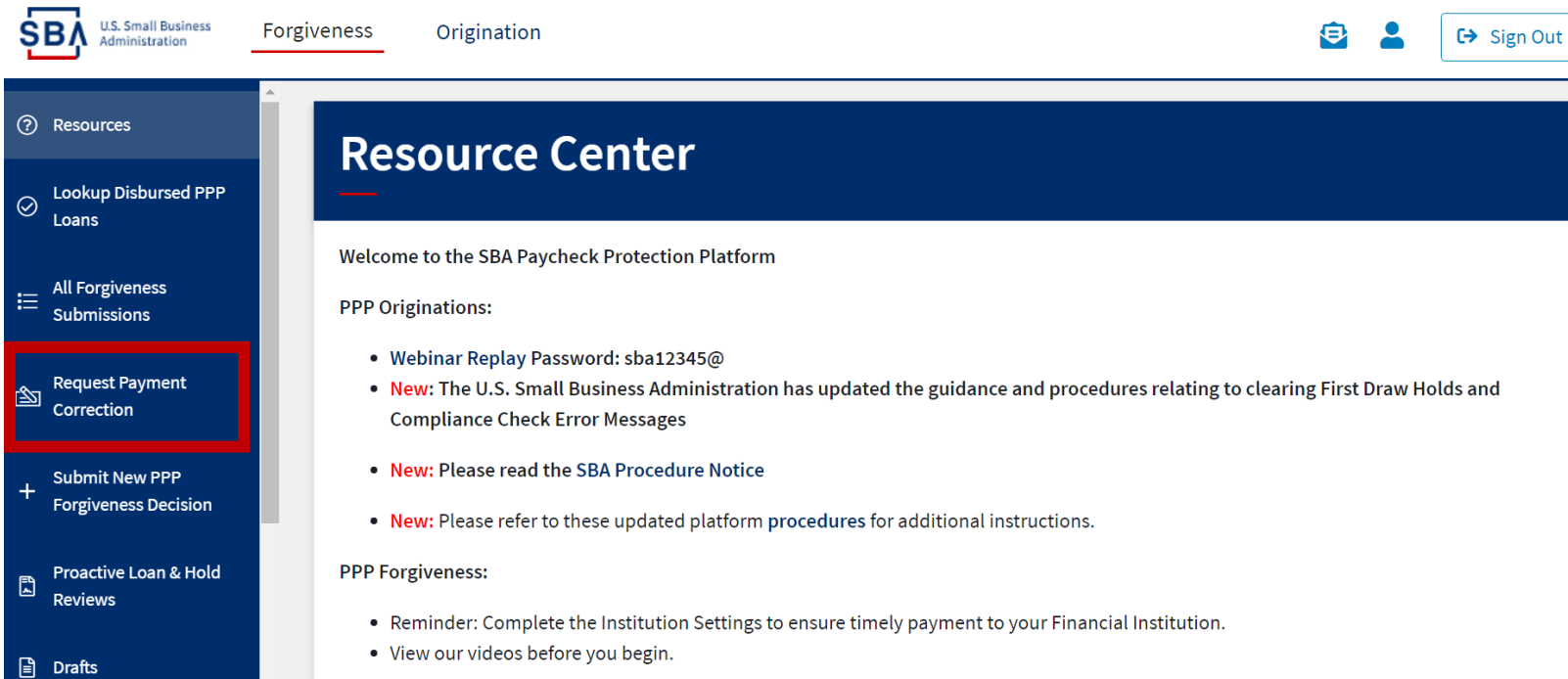


Forgiveness Payment Correction

This guide is to give you step by step instructions for requesting forgiveness payment corrections.

1. On the Forgiveness landing page, you will find the **Request Payment Correction** option in the menu panel



The screenshot shows the SBA U.S. Small Business Administration portal. The top navigation bar includes the SBA logo, the text "U.S. Small Business Administration", and the tabs "Forgiveness" and "Origination". On the right side of the top bar, there are icons for a wallet, a user profile, and a "Sign Out" button. The left-hand navigation menu is dark blue and contains the following items: "Resources", "Lookup Disbursed PPP Loans", "All Forgiveness Submissions", "Request Payment Correction" (highlighted with a red box and a red circle containing the number 1), "Submit New PPP Forgiveness Decision", "Proactive Loan & Hold Reviews", and "Drafts". The main content area is titled "Resource Center" and contains a welcome message: "Welcome to the SBA Paycheck Protection Platform". Below this, there are two sections: "PPP Originations:" and "PPP Forgiveness:". The "PPP Originations:" section includes a list of items: "Webinar Replay Password: sba12345@", "New: The U.S. Small Business Administration has updated the guidance and procedures relating to clearing First Draw Holds and Compliance Check Error Messages", "New: Please read the SBA Procedure Notice", and "New: Please refer to these updated platform procedures for additional instructions." The "PPP Forgiveness:" section includes a list of items: "Reminder: Complete the Institution Settings to ensure timely payment to your Financial Institution." and "View our videos before you begin."

Forgiveness Payment Correction

Request Payment Correction

2. Enter **SBA Loan Number** and click Search.

2


Look Up Loan by SBA Number

XXXXXXXXXX

Search Cancel

Entity Name	Loan Amount	SBA Number
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

3

 Request Payment Correction

3. Once your loan is located, the Entity Name, Loan Amount and SBA Loan Number will appear. Verify the information then click on the **Request Payment Correction** button.

Forgiveness Payment Correction

You will now land on the Request Payment Correction page. Scroll down past the loan detail section to the message section.

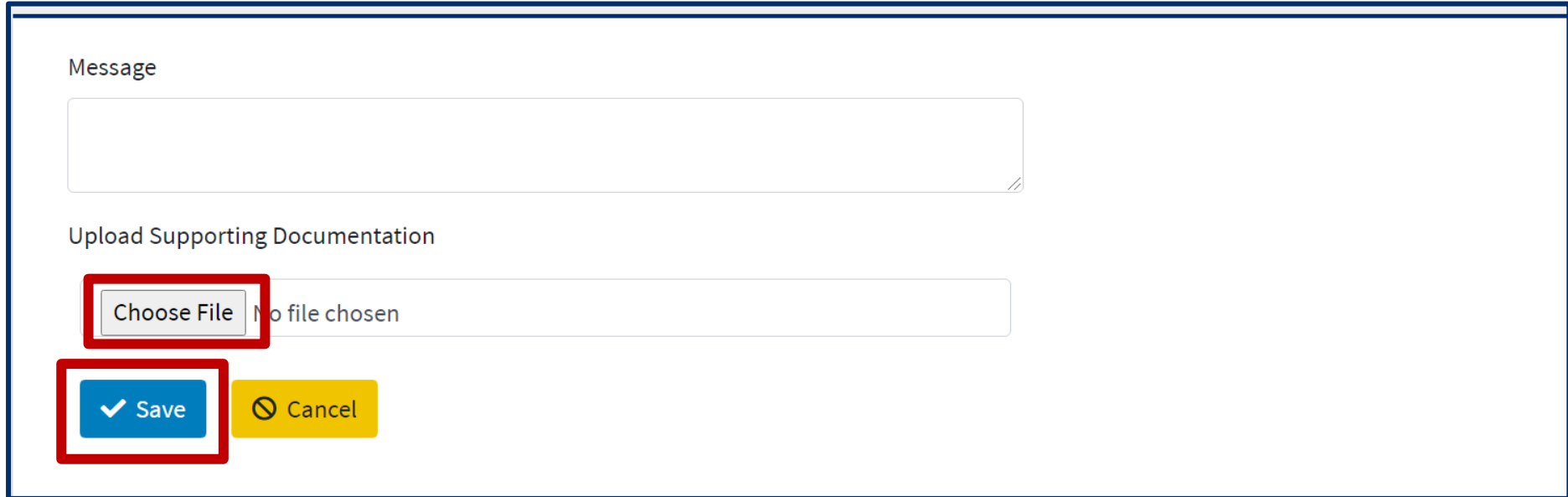
4. *Type your message. The message must include:*

- ✓ *the amount of the correction being requested*
- ✓ *the reason that the correction is necessary*

Supporting documents are optional and can be uploaded to support your request.

4

5



The screenshot shows a web form for submitting a payment correction request. It features a text area labeled 'Message' at the top. Below it is a section titled 'Upload Supporting Documentation' containing a file selection button labeled 'Choose File' and a text box that says 'No file chosen'. At the bottom of the form are two buttons: a blue 'Save' button with a checkmark icon and a yellow 'Cancel' button with a close icon. Red boxes highlight the 'Choose File' button and the 'Save' button. To the left of the form, two red circles with the numbers '4' and '5' are positioned next to the 'Choose File' and 'Save' buttons respectively.

5. **Press the Save button** to submit your payment correction request to SBA for review.

If SBA has questions or needs clarification about your request, your organization will be contacted via the platform inbox.