

UNION BANK
Paycheck Protection Program

Required Documentation – Form 3508S

In reviewing the guidance surrounding the Paycheck Protection Program, Union Bank has determined that the following information needs to be submitted to the Bank in order for forgiveness of the loan to be considered:

- **Signed Union Bank E-Sign Consent Form**
- **A payroll statement or similar documentation from the pay period that covered 2/15/2020 or an invoice, bank statement or book of record covering 2/15/2020.**
- **Completed PPP Loan Forgiveness Application** – to include the signed Representations and Certifications (Page 1 of the [application](#)). Borrower may also elect to submit the optional Demographic Information Form (Page 2 of the [application](#)).
- If this loan forgiveness application is being submitted for a **Second Draw PPP Loan**, the Borrower must submit simultaneously to its lender documentation supporting the gross receipts reduction certification on the Borrower's loan application (if the Borrower did not previously submit such documentation to the lender).

The above listing is an overview of the documentation that will be needed. For more information on the completion of the forgiveness application and the documentation needed, please reference the Loan Forgiveness Application Form 3508S instructions available at:

<https://home.treasury.gov/system/files/136/PPP-Loan-Forgiveness-Application-Form-3508S.pdf>

The Borrower must retain all employment records/payroll documentation in its files for **four** years and all other documentation for **three** years after the date the loan forgiveness application is submitted to the lender, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request. The Borrower must provide documentation independently to a lender to satisfy relevant Federal, State, local or other statutory or regulatory requirements or in connection with an SBA loan review or audit.