

## Frequently Asked Questions (FAQ) PPP Loan Forgiveness Application

**Q: When completing the application, is there a preferred internet browser to ensure the best user experience?**  
A: Chrome, Edge or Firefox are the recommended internet browsers.

**Q: I was unable to attend the webinar. How do I start the forgiveness application process?**  
A: We have several resources available to assist you in completing the application.

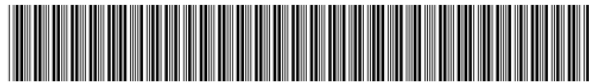
The following 5 minute tutorial video is available under "Helpful Links" in the portal:  
<https://www.youtube.com/watch?v=7Fmf0jVJ2o&feature=youtu.be>

Technical support is also available by contacting either of the following two ICB representatives:

Karl Spaay, Business Credit Manager <a href="mailto:kspaay@icbk.com">kspaay@icbk.com</a> Phone: (920) 686-5676	Cyrene Wilke, Operations <a href="mailto:cwilke@icbk.com">cwilke@icbk.com</a> Phone: (920) 686-5679 <a href="#">Schedule a virtual support session</a>
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A recording of the 6/25 PPP Loan Forgiveness webinar & presentation materials are posted on our website:  
<https://www.investorscommunitybank.com/covid-business-financial-relief>

**Q: Where do I find my SBA Loan number?**  
A: The SBA Loan number is assigned by the SBA and is printed on your Promissory Note. This number is separate from the loan number assigned by ICB. Here is an example (see highlighted text):



\*000003251000000002133304152020\*

### PROMISSORY NOTE

Principal	Loan Date	Maturity	Loan No	Call	Account	Officer	Initials
\$85,432.50	04-15-2020	04-15-2022	3251000000002				

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** RAYNOR LLC  
2136 EXETER RD  
GERMANTOWN, PA 38138

**Lender:** INVESTORS COMMUNITY BANK  
P.O. BOX 700  
MANITOWOC, WI 54221-0700

Principal Amount: **\$85,432.50** Interest Rate: 1.000% Date of Note: April 15, 2020  
SBA LOAN NUMBER: 2251000002

PROMISE TO PAY. RAYNOR LLC ("Borrower") promises to pay to INVESTORS COMMUNITY BANK ("Lender"), or order, in lawful money of the

**Q: Where do I find the Schedule A worksheet?**  
A: The Schedule A worksheet is part of the [3508 PPP forgiveness application form](#). In the portal, it can be found on the left-hand side of the screen under Helpful Links. See the 3508 Full Form.

PPP Loan Forgiveness for

Status Helpful Links

Helpful Links

- [3508 EZ Form](#)
- [3508 EZ Instructions](#)
- [3508 Full Form](#)
- [3508 Instructions](#)
- [SBA Frequently Asked Questions](#)
- [Borrower Tutorial](#)

Q: **How can I correct my FTEs? What I entered on the loan origination application was number of employees, not FTEs.**



A: This can be completed within the forgiveness application portal. Simply enter the correct number of employees at the time of loan application.

[Get Started](#) **Borrower Employment Detail** [Forgiveness Calculation](#) [Payroll and Non-Payroll Costs](#) [Documents](#) [Summary](#)

### Borrower Employment Detail

Please review and update this information to ensure your PPP Forgiveness application is complete and accurate.

Employees at Time of Loan Application

  Update if needed

Employees at Time of Forgiveness Application

