



Paycheck Protection Program (PPP) Forgiveness Quick Start Guide

Revised 12/16/2022

1. Complete and submit your application

Download the appropriate application from the Comerica PPP webpage (link below) and read through the instructions. Then complete all fields and sign and date before emailing the application to ppp@comerica.com

[Comerica.com/pppinfo](https://www.comerica.com/pppinfo)

Note: The application requires the SBA Loan Number and the Lender PPP Loan Number.

To obtain both loan numbers, please contact your assigned Relationship Manager, Banking Center Manager or the Comerica Contact Center at 800.979.0850, Monday through Friday from 8 a.m. to 9 p.m. ET.

2. Attach all your required documents

If applicable, make sure you attach all the documents that are required to support your forgiveness request.

This [Required Documentation Guide](#) can help you prepare.

3. Comerica reviews your application and submits it to the SBA

We will review your application and email you if additional information is needed. We will then submit it to the SBA for their review. Please note that although Comerica is receiving your forgiveness application, final determination of forgiveness rests with the SBA.

If you need assistance, please call us at 800.979.0850, Monday through Friday from 8 a.m. to 9 p.m. ET or Saturday from 8 a.m. to 5 p.m. ET