



**Forgiveness Payment Corrections Guide:**

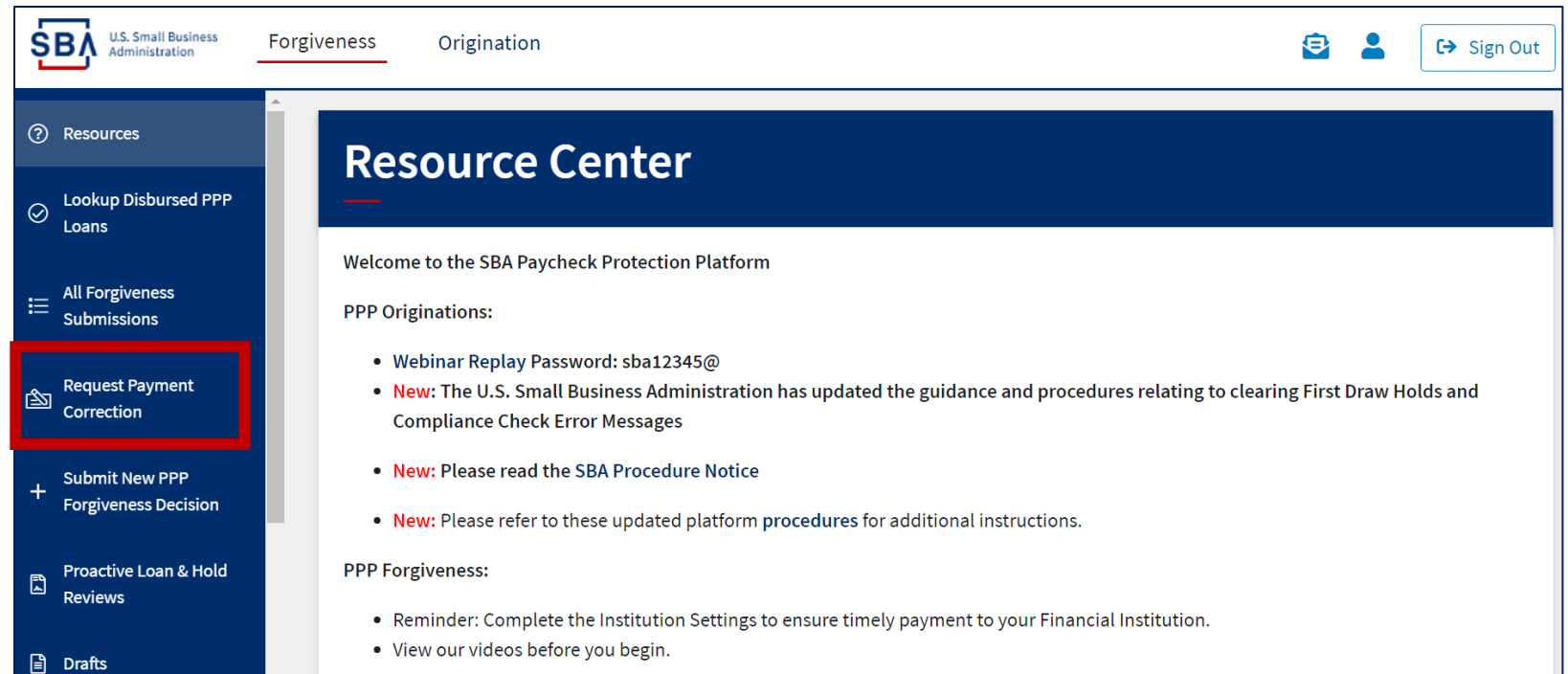
**Underpayments**

# Submit Underpayment Correction Request

This guide will provide you with 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.

1



The screenshot displays the SBA U.S. Small Business Administration portal for Forgiveness Origination. The top navigation bar includes the SBA logo, the text 'U.S. Small Business Administration', and the page title 'Forgiveness Origination'. A 'Sign Out' button is visible in the top right corner. The left-hand menu panel contains several options: 'Resources', 'Lookup Disbursed PPP Loans', 'All Forgiveness Submissions', 'Request Payment Correction' (highlighted with a red box), 'Submit New PPP Forgiveness Decision', 'Proactive Loan & Hold Reviews', and 'Drafts'. A red circle with the number '1' is positioned to the left of the 'Request Payment Correction' menu item. The main content area, titled 'Resource Center', provides a welcome message and lists updates under 'PPP Originations' and 'PPP Forgiveness'.

U.S. Small Business Administration

Forgiveness Origination

Sign Out

## Resource Center

Welcome to the SBA Paycheck Protection Platform

PPP Originations:

- 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
- **New:** Please refer to these updated platform procedures for additional instructions.

PPP Forgiveness:

- Reminder: Complete the Institution Settings to ensure timely payment to your Financial Institution.
- View our videos before you begin.

# Submit Underpayment Correction Request

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

Once your loan is located, the Entity Name, Loan Amount, and SBA Number will appear. Verify this information matches before proceeding.

#3 – If your institution believes it did not receive enough money and desires to request additional funds, press the **Request Payment Correction** button.

## Request Payment Correction

Look Up Loan by SBA Number

XXXXXXXXXX

2

Search Cancel

Entity Name	Loan Amount	SBA Number
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

3

Request Payment Correction

Request Overpayment Correction

# Submit Underpayment Correction Request

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.*

Message

4

Upload Supporting Documentation

Choose File No file chosen

5

Save Cancel

*After you press **Save** and submit the request to SBA, you are done.*

#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.*



# Forgiveness Payment Corrections Guide:

## Overpayments

# Submit Overpayment Correction Request

## The payment correction process for overpayments occurs in 2 stages:

### 1<sup>st</sup> Stage: Submit Overpayment Correction Request

- SBA will process the Overpayment Correction Request and create a receivable in CAFS. While SBA is processing the request, the status will be **Under Review**.
- SBA processing will normally take 2 – 3 business days. Once the receivable is created, the status will change to **Eligible for Payment**.

### 2<sup>nd</sup> Stage: Remit payment

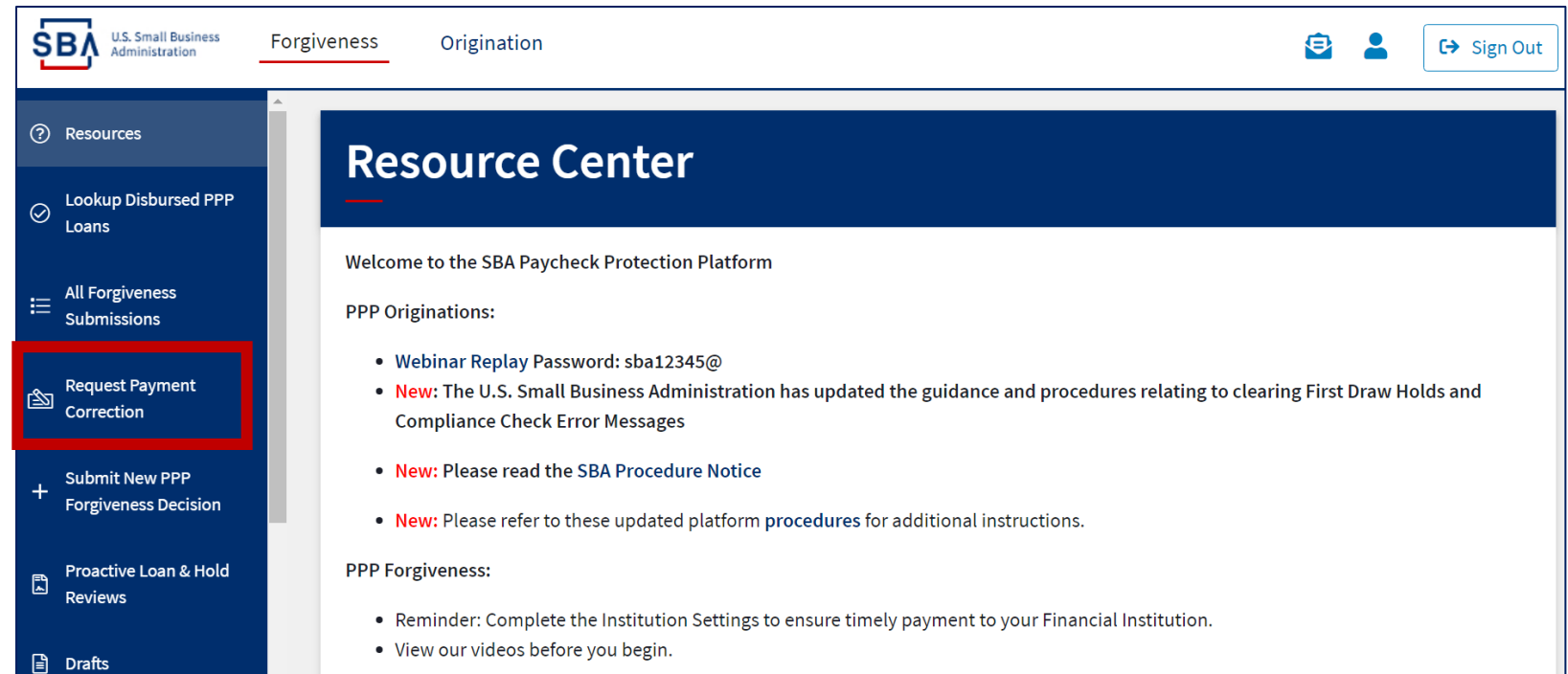
- After receivable is created, you will receive notification via a platform message and corresponding email. Do not take action to remit payment until notification is received.
- Once notification of receivable is obtained and status of request is **Eligible for Payment**, funds can be remitted to SBA via **Form 1544 in pay.gov** ([Pay.gov - 1544 Lender Fee Payments](#)).

# Submit Overpayment Correction Request

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

1



The screenshot shows the SBA Forgiveness Origination interface. The top navigation bar includes the SBA logo, 'U.S. Small Business Administration', and tabs for 'Forgiveness' and 'Origination'. A 'Sign Out' button is in the top right. The left-hand menu panel contains several options: 'Resources', 'Lookup Disbursed PPP Loans', 'All Forgiveness Submissions', 'Request Payment Correction' (highlighted with a red box), 'Submit New PPP Forgiveness Decision', 'Proactive Loan & Hold Reviews', and 'Drafts'. A red circle with the number '1' is placed to the left of the 'Request Payment Correction' menu item. The main content area is titled 'Resource Center' and contains a welcome message and two sections of updates: 'PPP Originations' and 'PPP Forgiveness'.

U.S. Small Business Administration

Forgiveness Origination

Resources

Lookup Disbursed PPP Loans

All Forgiveness Submissions

Request Payment Correction

Submit New PPP Forgiveness Decision

Proactive Loan & Hold Reviews

Drafts

## Resource Center

Welcome to the SBA Paycheck Protection Platform

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PPP Forgiveness:

- Reminder: Complete the Institution Settings to ensure timely payment to your Financial Institution.
- View our videos before you begin.

# Submit Overpayment Correction Request

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

Once your loan is located, the Entity Name, Loan Amount, and SBA Number will appear. Verify this information matches before proceeding.

#3 – If your institution received too much money and desires to begin the process of returning the excess funds to the SBA, click on the **Request Overpayment Correction** button.

## Request Payment Correction

Look Up Loan by SBA Number

XXXXXXXXXX

2

Search Cancel

Entity Name	Loan Amount	SBA Number
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

3

Request Payment Correction

Request Overpayment Correction

# Submit Overpayment Correction Request

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

#4 – Enter the Principal amount of overpayment, if any.

#5 – Enter the Interest amount of overpayment, if any.

#6 – Press the **Save** button to submit your payment correction request to SBA for review.

## Notes:

- *Zero is an acceptable amount in either field, but not both.*
- *Messages and Supporting Documents are optional.*
- *If SBA has questions or needs clarification about your request, your organization will be contacted via the platform inbox.*
- *You will have 24 hours to delete overpayment requests if you discover errors. Requests cannot be deleted after 24 hours.*
- *Actual remittance of payment occurs via Pay.Gov **AFTER** confirmation of Eligible to Pay status is received along with additional instructions.*

The screenshot shows a web form for submitting an overpayment correction request. It includes the following elements:

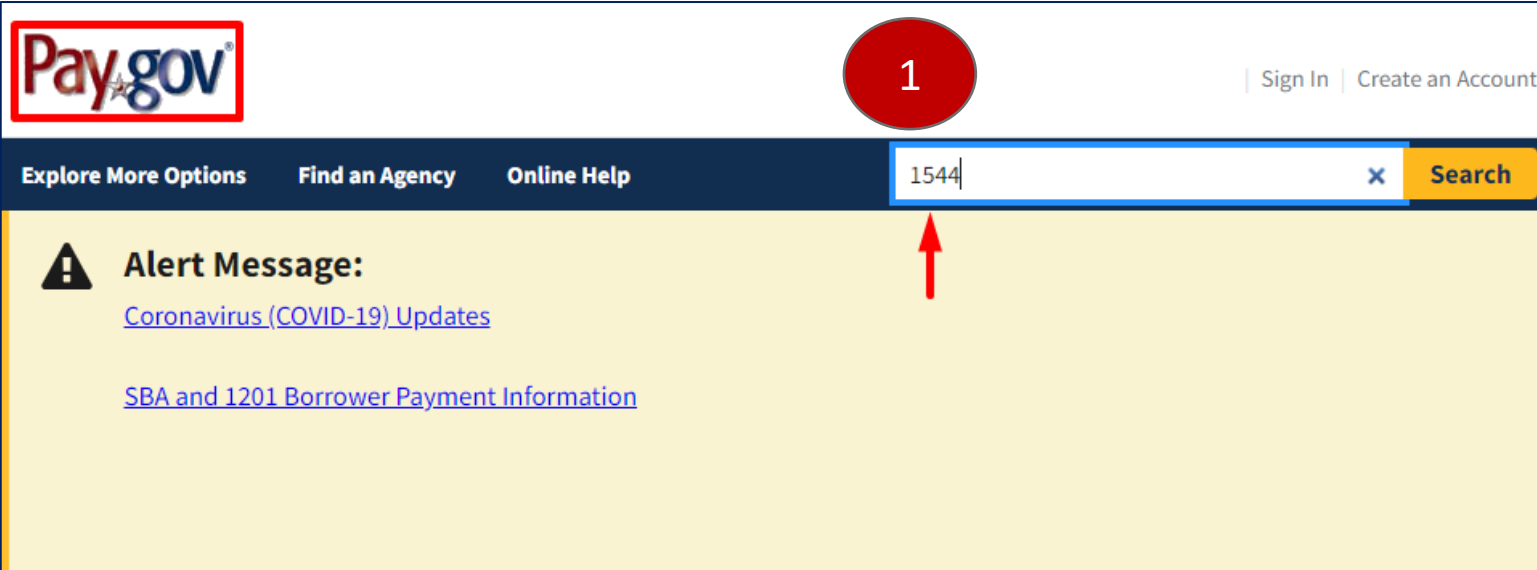
- 4** A red circle highlighting the 'Principal to be returned' input field, which contains a '\$' symbol.
- 5** A red circle highlighting the 'Interest to be returned' input field, which also contains a '\$' symbol.
- 6** A red circle highlighting the 'Save' button at the bottom of the form.
- Additional fields include 'Additional Details' (a large text area) and 'Upload Supporting Documentation' (a file upload area with a 'Browse' button).
- At the bottom, there are two buttons: a blue 'Save' button with a checkmark icon and a yellow 'Cancel' button with a close icon.

# Overpayment Remittance

**DO NOT MAKE PAYMENT UNTIL  
CONFIRMATION NOTICE IS  
RECEIVED.**

#1 – Navigate to **Pay.Gov** and search for Form 1544.

#2 – In the search results, find the 1544 Lender Fee Payments form and press **Continue**.



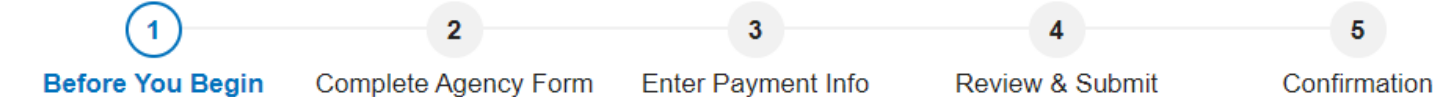
# Overpayment Remittance

**DO NOT CONTINUE TO THESE STEPS UNTIL CONFIRMATION NOTICE IS RECEIVED.**

Review the information on this page.

## #3 – Continue to the Form

### 1544 Lender Fee Payments



**About this form**

Lenders use this form to pay your SBA Loan Guarantee Fees, Care and Preservation of Collateral (CPC) Fees, Review Fees and/or Repair Fees.

**BEFORE MAKING A PAYMENT PLEASE READ THIS IMPORTANT INFORMATION REGARDING COVID -19.**

COVID-19 New Economic Injury Disaster Loans:SBA will continue to provide assistance and support during these uncertain times. For the latest updates from SBA, please visit:[www.sba.gov](http://www.sba.gov)

\*\*NEW Paycheck Protection Program (PPP) Fee Receivables: If you are a **PPP lender paying your fee receivable**, please use this form and select the PPP Fee Receivable (T/C 351) payment type on the form. You will need the full 10-digit SBA loan number and the amount of the receivable to be paid. There is NOT a bulk upload option. Receivables must be paid individually by loan number.

SBA will continue to provide assistance and support during these uncertain times. For the latest updates from SBA, please visit: [www.sba.gov](http://www.sba.gov)

**Accepted Payment Methods:**

- Bank account (ACH)
- Debit or credit card

[Preview Form](#) [Cancel](#)



[Continue to the Form](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

# Overpayment Remittance

**DO NOT CONTINUE TO THESE STEPS UNTIL CONFIRMATION NOTICE IS RECEIVED.**

Fill out all the required fields of the form as indicated by a red asterisk.

#4 – Ensure **PPP Forgiveness Receivable (T/C 352)** is selected.

#5 – Press the **Continue** button to advance to payment step.

The screenshot shows the 'SBA Loan Information' form. A red circle with the number '4' is positioned to the left of the 'Payment Type' section, where the 'PPP Forgiveness Receivable (T/C 352)' radio button is selected and highlighted with a red box. A second red circle with the number '5' is positioned to the left of the 'Continue' button at the bottom of the form, which is also highlighted with a red box. The form includes fields for 'SBA Loan Number' and 'Fee Amount Paid', both marked with red asterisks. At the bottom, there are two buttons: 'Continue' (highlighted) and 'View PDF'. A warning message at the bottom reads: 'Do not use this form to pay colson fees' and 'Do not use this form to pay borrower payments'.

**SBA Loan Information**

Payment Type \*

- Guarantee Fee
- CPC Fee/Receivables
- Review Fee
- 7a Repair Fee (T/C 375)
- Guarantee Purchase Repair
- PPP Fee Receivable (T/C 351)
- PPP Forgiveness Receivable (T/C 352)

SBA Loan Number \*

Fee Amount Paid \*

Do not use this form to pay colson fees

Do not use this form to pay borrower payments

**Continue** View PDF

# Overpayment Remittance

**DO NOT CONTINUE TO THESE STEPS UNTIL CONFIRMATION NOTICE IS RECEIVED.**

#6 – Select your desired payment method.

#7 – After making a selection, press the **Next** button where you will be prompted to enter payment details corresponding to the type of payment method selected.

#8 – Once you have completed that screen you will press the **Review and Submit Payment** button.

**1544 Lender Fee Payments**

Before You Begin Complete Agency Form **Enter Payment Info** Review & Submit Confirmation

**Payment Information**

Payment Amount \$ 0.00

\* I want to pay with my

Bank account (ACH)

Debit or credit card

Previous Return to Form Cancel Next

Previous Return to Form Cancel **Review and Submit Payment**

**Once you confirm payment, your payment will be scheduled and funds debited from you accordingly.**