Enter a Forgiven Loan

Select Detailed Information → Receipts. Select “Add New.”

Use the drop down list under Receipt Type and select “Forgiven Loan.” Select “Loan Proceed Link” and use the search option on the next screen to find the original loan.
Highlight the name of the original loan contributor and select “OK.”

At the Receipt Information screen select “Find Payer.”
At the Name List screen, search for the name of the original lender. Highlight the name and select “OK.”

Add the amount of the forgiven loan and the date that the loan was forgiven. Select “Add Close.”

You will see a message that reminds you to file a Forgiven Loan Statement. The Forgiven Loan Statement form is available online at [http://www.sboe.state.nc.us/content.aspx?id=10](http://www.sboe.state.nc.us/content.aspx?id=10).