



PPP LOAN FORGIVENESS DOCUMENTATION CHECKLIST

- Payroll records for each employee for each payroll, beginning 1/1/19 through end of borrower's Covered Period (or Alternative Covered Period if elected), documenting:
 - Hours worked by employee
 - Individual gross compensation before employee deductions
 - Retirement contributions paid by employer (if contributions are not indicated on payroll report, include accounting records or account statements from the provider evidencing payment)
 - Health insurance contributions paid by employer (if contributions are not indicated on payroll report, include accounting records or account statements from the provider evidencing payment)
 - Any State and/or Local Taxes paid by employer not withheld from employee's pay
- For selected FTE baseline period (either 2/15/19-6/30-19 or 1/1/20-2/29/20, or if a seasonal employer, 5/1/19-9/15/19 if this period is elected):
 - Form 941s
 - State quarterly unemployment insurance tax reporting forms
- For Covered Period (when available):
 - Form 941
 - State quarterly unemployment insurance tax reporting forms (when available)
- Accounting records and account statements from providers for covered non-payroll expenses showing amounts paid or incurred during the Covered Period
- Evidence that non-payroll cost accounts were in place at 2/15/20
- For mortgage loan accounts, accounting records and account statements or amortization schedule from loan documents showing interest paid or incurred during the Covered Period
- Bank statement for PPP loan account (if separately held)
- Documentation regarding any employee job offers and refusals, firings for cause, voluntary resignations, written requests by any employee for reductions in work schedule (including FMLA leaves) and/or evidence that the business was unable to find qualified employees to fill jobs
- If self-employed:
 - Schedule C from 2019 income tax return
 - Owner's Income Statement for the Covered Period and evidence of payments to the Owner using PPP funds
- Completed and signed Forgiveness Application including all certifications