



PPP LOAN FORGIVENESS DOCUMENTATION CHECKLIST 3508S

Documents and back up submitted must be for the covered period

- Nonpayroll
 - Note: Provide account statements from providers for covered non-payroll expenses showing amounts paid or incurred during the Covered Period
 - Mortgage interest payment
 - Copy of lender amortization schedule and proof of payment (canceled checks or receipts). Note: Mortgage must have been in force before February 15, 2020.
 - Rent or lease payments
 - Current lease agreement and proof of payment (canceled checks or receipts). Note: Rent must have been in force before February 15, 2020.
 - Utilities
 - Invoices for utilities paid for which service began before February 15, 2020 to illustrate pre-pandemic vendor consistency, invoices and proof of payment of utilities.

- Payroll
 - Bank statements and 3rd party or other payroll reports showing cash compensation paid to employees
 - Health Insurance contributions paid by employer (if contributions are not indicated on payroll report, include account statements from the provider evidencing payment)
 - Retirement/401K benefit contributions paid by employer (if contributions are not indicated on payroll report, include account statements from the provider evidencing payment)
 - Any State and/or Local Taxes paid by employer not withheld from employee's pay
 - Tax forms for the periods that overlap with the Covered Period
 - Form 941
 - State quarterly business & individual employee wage reporting
 - Unemployment insurance tax filings reported if separately reported and applicable
 - Owner proof of 2019 taxable earnings. Note: this pertains to owners with greater than 20% share or sole proprietors.
 - K1 Earnings from Self-employment (Partnerships)
 - W2 (Corporations)
 - Schedule C or Schedule F (Sole Proprietor)
 - Evidence of payments to the Owner using PPP funds

- Completed and signed Forgiveness Application including all certifications