

## Required Documents for PPP Loan Forgiveness Application

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the covered period or the alternative payroll covered period consisting of each of the following:

- Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to the employees.
- Tax forms (or equivalent third-party payroll service provider reports) for the periods of that overlap with the covered period or alternative payroll covered period.
  - Payroll tax filing reported, or that will be reported, to the IRS (typically, form 941); and
  - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- Payment receipts, cancelled checks, or account statements documenting any employer contributions to employee health insurance and retirement plans that the borrower included in the forgiveness amount.

**Nonpayroll:** Documentation verifying existence of the obligation/services from February 2020 and the eligible payments from the covered period.

- Business mortgage interest payments: Copy of lender amortization schedule and receipts or canceled checks verifying eligible payments from the covered period; or lender account statements
- Business rent or lease payments: Copy of current lease agreement and receipts or canceled checks verifying eligible payments from the covered period; or lessor account statements.
- Business utility payments: Copy of invoices and those paid during the covered period and receipts, canceled checks, or account statements verifying those eligible payments.

### **Documents borrower must maintain but is not required to submit**

**PPP Schedule A Worksheet or its equivalent and the following:**

- Listing of each individual employee in PPP Schedule A Worksheet Table 1, including the “Salary/Hourly Wage Reduction” calculation, if necessary.
- Listing of each individual employee in PPP Schedule A Worksheet Table 2; specifically, that each employee received during any single pay period in 2019 compensation an annualized rate of more than \$100,000.00.
- Documentation regarding employee job offers and refusals, firings for cause, voluntary resignation, and written request by any employee for reductions in work schedule.
- Documentation supporting the PPP Schedule A Worksheet “FTE Reduction Safe Harbor.”

Please note that the schedule A worksheet is included in the fillable PPP application.