

Kellogg Community Credit Union in Partnership with SBA
PPP Forgiveness Readiness Checklist

Business Information	
Business Name	
Forgiveness Amount	
Representative of Borrower	
Title of Representative Borrower	
Required Documents	Submitted
Eligible payroll costs (Payroll cost paid and payroll cost incurred during the 24-week (168-day) or 8-week (56-day) covered period (or Alternative Payroll Covered period)("payroll cost").	
Completed Payroll Tax reports filed (Forms 941, 940, State income & unemployment tax filing reports) for the covered period(s).	
Copies of payroll reports for the covered period(s). Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.	
Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company during the covered period(s). Copies of the monthly invoice are sufficient.	
Documentation of all retirement plan funding by the employer for the covered period(s). Copies of workpapers, schedules and remittances to the retirement plan administrator is sufficient.	
Nonpayroll: Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the covered period(s) (Business mortgage, Business renter lease payments, Business utility payments).	
Completed SBA Form 3508 or SBA Form 3508EZ - Paycheck Protection Program Loan Forgiveness Application Form	

****Lender has up to 60 days from the time the member completes the application to submit the request to the SBA for forgiveness.****