

PPP Forgiveness Application
 Borrower's Required Documentation Checklist

1. **Form 3508** (standard or EZ), must be complete.

2. **Payroll Documentation**

Documentation must overlap with the covered period.

Cash Compensation to Employees	Tax Forms Which have been reported or will be reported	Employer Contributions to Employee Health Insurance and Retirement Plans If applicable
Bank Account Statements	Payroll tax filings (for example, Form 941) and	Account Statements or
or	State quarterly business and individual employee wage reporting and	Cancelled Checks or
Third-Party Payroll Service Provider Reports	Unemployment insurance tax filings	Payment Receipts

3. **Mortgage Interest, Business Rent, or Lease Payment Documentation**

Business Mortgage Interest Payments	Business Rent or Lease Payments To:	
	An Unrelated Party	A Related Party*
Lender Amortization Schedule and Receipts or Cancelled Checks verifying eligible payments or Lender Account Statements From February 2020 and from the covered period to one month after the end of the covered period	Current Lease Agreement and Receipts or Cancelled Checks	
	or Lessor Account Statements from February 2020 and from one month after the end of the covered period.	and Mortgage Interest Documentation to substantiate payments

*Any ownership in common between the borrower and lessor is a related party. For related party rent payments, there are two forgiveness restrictions: (1) the amount of loan forgiveness request for rent or lease cannot be more than the mortgage interest owed on the property, and (2) the Lease and Mortgage were entered into prior to February 15, 2020 (see IFR 24)

4. All Other Non-Payroll Documentation

Business Utility Payments	Operations Expenditures	Property Damage Costs	Supplier Costs	Worker Protection Expenses
Invoices from February 2020 and	Invoices, orders, or purchase orders incurred during the covered period and	Invoices, orders, or purchase orders incurred during the covered period and	Copy of contracts, orders, or purchase orders in effect any time before the covered period (Except perishable goods) and	Invoices, orders, or purchase orders incurred during the covered period and
Invoices paid during the covered period and	Receipts, Cancelled Checks, or Account Statements Verifying that those payments were made	Receipts, Cancelled Checks, or Account Statements Verifying that those payments were made and	Invoices, orders, or purchase orders paid during the covered period and	Receipts, Cancelled Checks, or Account Statements Verifying that those payments were made and
Receipts, Cancelled Checks, or Account Statements Verifying that those payments were made		Documentation that the costs were related to property damage & vandalism or looting due to public disturbances that occurred during 2020 & such costs were not covered by insurance or other compensation	Receipts, Cancelled Checks, or Account Statements Verifying that those payments were made	Documentation that the expenditures were used to comply with applicable COVID-19 guidance during the covered period

5. FTE Documentation

Standard 3508	3508EZ
<p>Per-week documentation (may include Tax Forms above) showing:</p> <p>The average number of FTE employees on payroll between any of the following:</p> <ul style="list-style-type: none"> February 15, 2019 to June 30, 2019 January 1, 2020 to February 29, 2020 [seasonal employers only can also choose] any consecutive 12-week period between May 1, 2019 and September 15, 2019 	<p>If you checked only Box 2 on the EZ form instructions, you must also provide the following documentation showing the:</p> <p>Average number of FTE employees on payroll on January 1, 2020 and at the end of the covered period.</p>