

PPP Forgiveness Application Package Checklist

Application Documents

SBA Form 3508

- SBA Form 3508 Page 1 & Page 2
- PPP Schedule A
- PPP Schedule A Worksheet
- FTE Documentation for Reference Period**
 1. The average # of FTE on payroll per week between February 15, 2019 & June 30, 2019
 - or
 2. The average # of FTE on payroll per week between January 1, 2020 & February 29, 2020
 - or
 3. If seasonal, the average # of FTE on payroll per week between February 15, 2019 & June 30, 2019; between January 1, 2020 & February 29, 2020; or any consecutive 12-week period between May 1, 2019 & September 15, 2019

Documentation used to determine the average FTE, Line 11 of PPP Schedule A

SBA Form 3508EZ

- SBA Form 3508EZ Page 1 & Page 2
- SBA Form 3508 Instructions Page 1
- If Box 2 of Page 1 of PPP Instructions is checked:
The average # of FTE employees on payroll on January 1, 2020 and the end of the Covered Period

Payroll Documentation

- Bank account statements or third-party payroll service reports documentation cash compensation paid
- (If Applicable)** Tax forms, or third-party payroll service reports, for the periods that overlap with the Covered Period or the Alternative Covered Period:
 1. Payroll tax filings reported, or that will be reported to the IRS (typically, Form 941)
 - and
 2. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state
- (If Applicable)** Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans.

Non-Payroll Documentation

- (If Applicable) Business Mortgage Interest Payments**
 1. Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period.
 - or
 2. Lender account statement from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
- (If Applicable) Business Rent or Lease Payments**
 1. Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period
 - or
 2. Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.

Note: If rent or lease payments are paid to a related entity, Borrower may only claim rent/lease payment that was utilized for the mortgage interest paid by the related entity. The Borrower would need to provide statements from the related entity indicating the interest that was due, and covered by the rent received from the operating company. Additionally, if there is no mortgage held by the related entity, then the Borrower may not claim any rent or lease payments.
- (If Applicable) Business Utility Payments**
 1. Copy of invoices from February 2020 and those paid during the Covered Period and receipts.
 - or
 2. Account statements verifying those eligible payments.