

PPP FORGIVENESS CHECKLIST

Documentation to Submit With Your Application*

If you are claiming **OWNER COMPENSATION** as a **sole-proprietor** or **partnership**, choose **ONE** of the following options:

- Sole-Proprietor** – Copy of the Schedule C filed with your personal tax returns.
- Partnership** – Copy of the K-1(s) filed with your business tax returns.

If you are claiming **PAYROLL EXPENSE**, provide **ALL** of the following:

- Bank account statements or third-party payroll service provider reports showing the eligible payroll expenses incurred during the Covered Period.
- IRS Form 941 for any quarters in which payroll expenses were incurred.
- State unemployment insurance reports for any quarters in which payroll expense was incurred.

*****REMINDER** - If you have sufficient payroll expense to cover the full loan amount, you do not need to claim or document payments for other eligible expenses.***

If you are claiming **BUSINESS UTILITY PAYMENTS**, provide **ALL** of the following:

- Copy of invoices from February 2020.
- Copy of invoices paid during the Covered Period.
- Receipts, cancelled checks, or account statements verifying eligible payments.

If you are claiming **BUSINESS RENT/LEASE PAYMENTS**, choose **ONE** of the following options:

- Copy of current lease agreement and receipts or cancelled checks verifying eligible payments.
- Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.

If you are claiming **MORTGAGE INTEREST PAYMENTS**, choose **ONE** of the following options:

- Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period.
- Lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period.

**This is a simplified list for the benefit of our borrowers. Please refer to the SBA's instructions for full requirements.
NOTE – The SBA does not require any expense documentation to be submitted with Form 3508-S.*

If you are claiming **Covered Operations Expenditures**, provide **ALL** of the following:

- Copy of invoices, orders, or purchase orders paid during the Covered Period.
- Receipts, cancelled checks, or account statements verifying those eligible payments.

If you are claiming **Covered Property Damage Costs**, provide **ALL** of the following:

- Copy of invoices, orders, or purchase orders paid during the Covered Period.
- Receipts, cancelled checks, or account statements verifying those eligible payments.
- Documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.

If you are claiming **Covered Supplier Costs**, provide **ALL** of the following:

- Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period.
- Copy of invoices, orders, or purchase orders paid during the Covered Period.
- Receipts, cancelled checks, or account statements verifying those eligible payments.

If you are claiming **Covered Worker Protection Expenditures**, provide **ALL** of the following:

- Copy of invoices, orders, or purchase orders paid during the Covered Period.
- Receipts, cancelled checks, or account statements verifying those eligible payments.
- Documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.