

SBA 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 2019 personal tax returns.
- Partnership** – Copy of the K-1(s) filed with your 2019 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 the quarters ended 6/30/20 and 9/30/20.
- State unemployment insurance reports for the quarters ended 6/30/20 and 9/30/20.

*****REMINDER** - If you have sufficient payroll expense to cover the full loan amount, you do not need to claim or document payments for business utilities, business rent/lease, or mortgage interest.***

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 documentation requirements.*