

Below are documents you may be asked to submit as part of the PPP loan forgiveness process. In addition, please provide any worksheet(s) to support your calculations entered into the application to expedite our review process.

Documentation should cover payroll and non-payroll costs incurred or paid during the Covered Period¹.

Please do not upload password protected files when you utilize our secure online Forgiveness portal to submit your application, as we will not be able to view the documents.

Forgiveness Applications for loan amounts of \$150,000 and under:**1st Draw**

- May use SBA Form 3508S.
- No requirement to submit supporting documentation for eligible payroll or non-payroll expenses.
- Must retain supporting payroll and non-payroll documentation for at least four years.

2nd Draw

- May use SBA Form 3508S.
- **Submit signed and dated gross receipts reduction information²**
- No requirement to submit supporting documentation for eligible payroll or non-payroll expenses.
- Must retain supporting payroll and non-payroll documentation for at least four years.

Forgiveness Applications for loan amounts over \$150,000:

- An itemized list that indicates each eligible payroll and nonpayroll expense along with the name of the supporting documentation submitted for such expense.
- Please circle or highlight on the supporting documentation for each eligible payroll and nonpayroll expense the total amount of such eligible expense.
- Must retain supporting payroll and non-payroll documentation for at least six years.

Payroll Expense Supporting Documentation:

- Copy of your IRS form 941 from your covered payroll period.
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported or that will be reported to the relevant state showing employee wages, tips and other compensation **that overlap** with the covered period.
- Payroll reports from the covered period that show the total payroll on the forgiveness application. If available, please provide the CARES Act payroll report for the covered period.
- Proof of payment (canceled checks or bank statements) and a reconciliation (excel spreadsheet) of health insurance and other benefit payments included in the total payroll costs on your PPP Forgiveness Application.
- A reconciliation (excel spreadsheet) of FTE's as of January 1, 2020 through the selected covered period for your forgiveness application.

Non-Payroll Expense Supporting Documentation:

Lease Supporting Documentation

- A copy of your lease.
- Proof of lease payments (receipts, canceled checks or bank statements).
- A reconciliation (Excel spreadsheet) of lease payments equivalent to the amount provided on your PPP Forgiveness Application.

Utility Supporting Documentation

- Copies of utility invoices for February 2020 and during the selected covered period.
- Proof of utility payments (receipts, canceled checks or bank statements) for utility payments made during the covered period.
- A reconciliation (Excel spreadsheet) of utility payments equivalent to the amount provided on the PPP Forgiveness Application.

Business Mortgage Interest Payments Supporting Documentation

- Copy of your lender's amortization schedule.
- Receipts or canceled checks verifying eligible mortgage payments from the covered period; OR lender account statements from February 2020 and the months of the covered period through one month after the covered period verifying interest amounts and eligible payments.
- A reconciliation (Excel spreadsheet) of mortgage interest payments equivalent to the amount provided on the PPP Forgiveness Application.

Additional Eligible Expenses (provide invoices and proof of payment for all)

- Covered operations expenses
- Covered property damage costs
- Covered supplier costs
- Covered worker protection expenditures

¹ The Covered Period begins on the date the loan was originally disbursed. It ends on a date selected by the Borrower that is at least 8 weeks following the date of loan disbursement and not more than 24 weeks after the date of loan disbursement.

² Applicants must provide a signed and dated comparison of total revenue from one calendar quarter in 2020 to the same quarter in 2019 and calculate the percentage reduction. For entities not in business during the first and second quarters of 2019 but in operation during the third and fourth quarters of 2019, applicants must demonstrate that gross receipts in any quarter of 2020 were at least 25 percent lower than during either the third or fourth quarters of 2019. For entities not in business during the first, second, and third quarters of 2019 but in operation during the fourth quarter of 2019, Applicants must demonstrate that gross receipts in any quarter of 2020 were at least 25 percent lower than the fourth quarter of 2019. For entities not in business during 2019 but in operation on February 15, 2020, Applicants must demonstrate that gross receipts in the second, third, or fourth quarter of 2020 were at least 25 percent lower than the first quarter of 2020.

