

Documents Required for PPP Loan Forgiveness Application

The Application and Instructions provide that each borrower must submit the following documents with its PPP Loan Forgiveness Application:

- ☐ **PPP Loan Forgiveness Calculation Form**
- ☐ **PPP Schedule A**
- ☐ **Payroll Documentation**
 - ☐ bank statements or third-party payroll service provide reports documenting payroll
 - ☐ tax forms or third-party payroll service reports
 - ☐ payroll tax filings reported or that will be reported on IRS Form 941
 - ☐ state quarterly business and individual wage reporting (state income tax withholding)
 - ☐ state unemployment tax filings (receipts, cancelled checks, or statements documenting health insurance and/or retirement payments)
- ☐ **Full-Time Equivalent (FTE) Documentation (time period elected by borrower, must match period used for Schedule A, Line 11)**
 - ☐ Determination of number
 - average FTEs per month 2/15/19-6/30/19, or
 - average FTEs per month 1/1/20-2/29/20, or
 - if seasonal employer, average FTEs per month 2/15/19-6/30/19, 1/1/20-2/29/20, or any consecutive 12-week period 5/1/19-9/15/19
 - ☐ Documents may include payroll tax filings reported or that will be reported on IRS Form 941 and state quarterly business and individual employee wage reporting and unemployment tax filings reported or that will be reported
- ☐ **Nonpayroll Documentation (establishing existence of obligations/services prior to 2/15/20 and eligible payments within covered period)**
 - ☐ **For business mortgage interest:** copy of lender amortization schedule and receipts or cancelled checks verifying payments made; OR lender account statements 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
 - ☐ **For business rent or lease payments:** copy of current lease agreement and receipts or cancelled checks verifying eligible payments from covered period; OR lessor account statements from February 2020 and the months of the covered period through one month after the end of the covered period verifying eligible payments
 - ☐ **For business utility payments:** copy of invoices from February 2020 and covered period and receipts, cancelled checks, or account statements verifying eligible payments

For additional information on the Paycheck Protection Program, please contact Will Johnson at wjohnson@hsblawfirm.com.