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Your PPP document checklist.

Keep track of the documents you will need to submit for your PPP Loan Forgiveness Application.

Payroll Documents

For who

In hand

Submitted

1. **Payroll Report** [Instructions here](#)
2. **Federal payroll tax filings** (Form 941)
3. **State quarterly business and individual employee wage reporting and unemployment insurance tax filings**
4. **Employer contributions to employee health insurance** - statements documenting the amount of any employer contributions to employee health insurance.
5. **Employer contributions to retirement plans** - statements documenting the amount of any employer contributions to retirement plans.
6. **Owner's Compensation** - If Owners' Compensation is included (2019 Schedule C, 2019 K-1, 2019 W2, or full-year 2019 payroll report)

All Borrowers

If Applicable*

If Applicable*

If Applicable

If Applicable

If Applicable

Non-Payroll Documents

1. **Business mortgage interest** - Copy of lender amortization schedule and receipts/cancelled checks verifying eligible payments from the Covered Period.

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.
2. **Business rent or lease** - Copy of current lease agreement and receipts/cancelled checks verifying eligible payments from the Covered Period.

or

Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
3. **Business utility payments** - Copy of utility bills/invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
4. **Bank statements for entire covered period.**

If Applicable

If Applicable

If Applicable

All Borrowers

*Required if federal and state payroll taxes are not reported in detail on a third party payroll report.

