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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	All Borrowers		
2. Federal payroll tax filings (Form 941)	If Applicable*		
3. State quarterly business and individual employee wage reporting and unemployment insurance tax filings	If Applicable*		
4. Employer contributions to employee health insurance - statements documenting the amount of any employer contributions to employee health insurance.	If Applicable		
5. Employer contributions to retirement plans - statements documenting the amount of any employer contributions to retirement plans.	If Applicable		
6. Average FTE Support Covered Period - Average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.	All Borrowers		
7. Average FTE Support Reference Period - Documentation showing the average number of FTE employees on payroll per week employed by the Borrower during the chosen Reference Period.	All Borrowers		
8. Owner's Compensation - If Owners' Compensation is included (2019 Schedule C, 2019 K-1, 2019 W2, or full-year 2019 payroll report)	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.	If Applicable		
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.	If Applicable		
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.	If Applicable		
4. Bank statements for entire covered period.	All Borrowers		

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

