

PPP FIRST DRAW LOAN FORGIVENESS REQUIRED DOCUMENTS CHECKLIST

Use this checklist as you gather the required documents to accompany your application for PPP Loan Forgiveness. To determine if you qualify for the 3508EZ form, [click here](#). To determine if you qualify for the 3508S form, [click here](#). For the SBA's Q&A resource, [click here](#).

For 3508S applications: If your original loan amount is less than or equal to \$150,000.00, you do not need to provide any additional documents with your forgiveness application at this time. However, the following documents below should be maintained in your records. The SBA requires that you maintain employment records for four years and all other records for three years.

Please provide the following:

Third-party payroll reports if available

2019 federal tax forms

Examples: 1099-MISC, Schedule C, IRS Form 1040 Schedule SE, IRS Form 1120 or 1120-S, IRS Form 1065, IRS Form 990

K-1s

Required with 1065s and optional for 1120 and 1120s

Addendum A

A requirement for any companies that apply that have affiliates. For an Addendum A form, [click here](#).

Third-party payroll service provider reports for your Covered Period; **OR:
Bank statements verifying claimed amount**

State quarterly business and individual employee wage reports **AND
Unemployment insurance tax filings**

Reported or that will be reported

STOP HERE

if self-employed with no employees.

CONTINUE

if using 3508EZ or 3508 Full Form.

3508EZ Form Qualification Supporting Documentation

If you selected SBA Form 3508EZ and qualify for eligibility option #1, provide documentation supporting the average number of full-time employees on payroll employed January 1, 2020 and at the end of the Covered Period.

Provide the following for your Covered Period:

Form 941 Q1 2020

Form 941 Q2 2020

Form 941 Q3 2020

Form 941 Q4 2020

Note: you should only submit the quarters which cover your Covered Period; for example, if your covered period began on April 22, 2021 and you opted for a 12 week covered period that ended on July 15, 2021, you would submit Form 941 for Q2 and Q3 2020. Submit draft form if Covered Period is a portion of the quarter.

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If including contributions for employee health insurance or retirement benefits, provide proof of:

- Employer health insurance contributions
- Employer retirement contributions

Payment receipts, canceled checks or account statements with the employer's contributions broken out separate from employee contribution.

Provide supporting documentation of expenses for February 2020 and the Covered Period (if claiming):

- Lease/rent**
Copy of current lease agreement and receipts or canceled checks; OR lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period
- Mortgage interest payments**
Copy of lender amortization schedule and receipts or canceled checks; OR lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period
- Phone/internet***
- Transportation***
- Utility (electric/gas/water)***
- Operating Expenditures****
- Covered Property Damage****
- Supplier Costs****
- Worker Protection (PPE to comply with COVID Regs.)****

**Copy of invoices from February 2020 and those paid during the Covered Period AND receipts, canceled checks or account statements*

***Copy of canceled checks, receipts, bank statements, invoices, orders, or purchase orders paid during the covered period.*

STOP HERE
if using the 3508EZ Form.
CONTINUE
if using 3508 Full Form.

- Schedule A Worksheet-Table 1**
- Schedule A Worksheet-Table 2**

Provide backup for the calculations in these Tables. This backup is typically payroll reporting that demonstrates the calculations made in Table 1 and Table 2, which is typically provided by your Third Party Payroll Provider.

FTE Documentation

Select one reference period and provide third-party payroll reports or payroll tax filings (reported or that will be reported) AND state quarterly business and individual employee wage reporting and unemployment insurance tax filings (reported or that will be reported) for the reference period:

- Period 1:** Average number of FTE employees on payroll per week employed between February 15, 2019 and June 30, 2019
- Period 2:** Average number of FTE employees on payroll per week between January 1, 2020 and February 29, 2020
- Period 3:** In the case of a seasonal employer, the average number of FTE employees on payroll per week between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between February 15, 2019 and February 15, 2020

For Nonprofit Organizations:

- Faith-based addendum (for religious organizations only)**
For qualifying religious organizations: [click here](#) for more information
- Housing allowance stipend**
If applicable