

SENB Paycheck Protection Program Loan Forgiveness Application Form Checklist

- PPP Loan Forgiveness Application Form (5 pages)**
- Payroll Documentation** - for Covered Period or Alternative Payroll Covered Period
 - Bank account statements or 3rd party payroll service reports showing compensation **and**
 - Payroll tax filings reported, or that will be reported, for the period - Typically Form 941 **and**
 - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported or will be reported **and**
 - Payment receipts, cancelled checks, or account statements documenting employer contributions to employee health insurance and retirement plans
- Full-Time Equivalent Documentation** - Borrower chooses which period to provide documentation for but it must match selection on Schedule A, Line 11
 - Average number of FTE employees on payroll per week between 02-15-19 and 06-30-19 **or**
 - Average number of FTE employees on payroll per week between 01-01-20 and 02-29-20 **or**
 - Seasonal Employer: average number of FTE employees on payroll per week between 02-15-19 and 06-30-19; between 01-01-20 and 02-29-20; or any consecutive 12-week period between 05-01-19 and 09-15-19
- Nonpayroll Documentation** - verify existence of obligation/service prior to 02-15-20 and during Covered Period
 - Business mortgage interest payments**
 - Lender amortization schedule and receipts or cancelled checks covering eligible payments **or**
 - Lender account statements from Feb. 2020 and months of the Covered Period thru one month after verifying interest amounts and eligible payments.
 - Business rent or lease payments**
 - Current lease agreement and receipts or cancelled checks verifying eligible payments **or**
 - Lessor account statements from Feb. 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
 - Business utility payments** - electric, gas, water, transportation, telephone, and/or internet
 - Copy of bills/invoices from Feb. 2020 and those paid during Covered Period for each utility **and**
 - Receipts, cancelled checks, or account statements verifying payment of eligible payments for each utility.

**Checklist of items is current as of 06-16-2020*

**Please see the bottom of page 6 of the PPP Loan Forgiveness Application Form Instructions for Borrowers for all documentation that the borrower must maintain but is not required to submit with the forgiveness application and items above. The borrower must maintain all documentation discussed on Page 4 of the instructions for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of its Office of Inspector General, to access such files upon request.*