

## Required Documents for PPP Forgiveness

When you apply for forgiveness, you will need to submit documents verifying eligible expenses and full-time equivalent employees and each employee's salary or wages. The SBA requires all records related to your PPP loan be saved for six years after the loan is forgiven or repaid in full.

**Payroll Documentation:** You'll need to include documents verifying the eligible compensation and benefit payments, including:

- Bank account statements or third-party payroll service provider reports showing cash compensation paid to employees.
- Tax forms (or third-party payroll service provider reports) for the periods that overlap the with the loan forgiveness period:
  - Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the state.
- Payment receipts, cancelled checks, or account statements documenting employer contributions to employee health insurance and retirement plans.

**FTE Documentation:** If you reduced the number of full-time equivalent (FTE) employees or you reduced the salary or wages of any individual employee by more than 25%, you'll need to document:

- The average number of FTE employees on payroll per week between February 15 and June 30, 2019; OR
- The average number of FTE employees on payroll per week January 1, 2020 and February 29, 2020; OR
- If you're a seasonal employer, either of these two date ranges or any consecutive 12-week period between May 1 and September 15, 2019.

Documents may include:

- Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.

If you did not reduce FTE or salary/wages, or you have no employees, you may use Form EZ and this documentation is not required with the application.

**Nonpayroll Documentation:** You'll need to verify the existence of a mortgage, lease, or utilities prior to February 15, 2020, and payments made during the forgiveness period:

**Business mortgage interest payments**

- Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the forgiveness period; OR
- Lender account statements from February 2020 and the months of the forgiveness period through one month after this period. verifying interest amounts and eligible payments

**Business rent or lease payments**

- Copy of current lease agreement and receipts or cancelled checks verifying eligible payments during the forgiveness period; or
- Account statements from February 2020 and the forgiveness period through one month after this period. verifying eligible payments.

**Business utility payments**

- Copy of invoices from February 2020 and those paid during the forgiveness period and receipts, cancelled checks, or account statements verifying those eligible payments.