



building VALUE on values

PPP FORGIVENESS: BANK DOCUMENTATION CHECKLIST

Payroll:

- Payroll Reports for the applicable period (8 or 24 week period may be chosen)
- Q2 – Q4 2020 Federal Form 941
- Q2 – Q4 2020 NYS-45 (or similar state payroll tax form)
- Account Statements verifying Employer Contributions to Employee Health Plans
- Account Statements verifying Employer Contributions to Employee Retirement Plans
- FTE Documentation Supporting:
 - Average number of FTE employees on payroll per month between February 15, 2019 and June 30, 2019;
 - Average number of FTE employees on payroll between January 1, 2020 and February 29, 2020;
 - SEASONAL EMPLOYERS ONLY: the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive twelve-week period between May 1, 2019 and September 15, 2019.

Non-Payroll:

- Documentation verifying existence of the obligations/services prior to February 15, 2020
 - Rent
 - Mortgage Interest
 - Utilities
- Documentation of eligible payments from the Covered Period. (Copies of agreements, invoices, account statements or canceled checks)
 - Rent
 - Mortgage Interest
 - Utilities

EIDL Loan

Advance Amount

EIDL Application Number

Documents to Maintain:

But not Required to Submit

Documents Supporting All Calculations on the Forgiveness Application & Worksheet

Documentation regarding any employee:

Job offers and refusals

Firings for cause

Voluntary resignations

And evidence employer informed unemployment agency