



PPP Loan Forgiveness Documentation Checklist

Client name: _____ Date: _____

PAYROLL INFORMATION

- _____ Copy of 2020 Form 941 for Q2 and Q3.
- _____ Copies of state unemployment tax returns for Q2 and Q3.
- _____ Copies of any local employer tax returns for Q2 and Q3.
- _____ Payroll journal or employee earnings reports for the eight-week covered period of the loan.
- _____ Canceled checks, ACH confirmations or other confirmations of payments showing payroll payments and applicable state and local taxes.

DOCUMENTATION OF EMPLOYEE BENEFITS

- _____ Report of employer paid insurance benefits over the eight-week covered period.
- _____ Report of employer match or contributions to retirement plans over the eight-week covered period.
- _____ Reports documenting other qualified employer paid benefits over the eight-week covered period.
- _____ Canceled checks, ACH confirmations or other confirmations of payments showing the employer contributions to benefits listed above were paid.

EMPLOYEE INFORMATION

- _____ Documentation showing employer calculation of applicable FTEs.
- _____ Documentation showing excess compensation for annualized wages of over \$100k.
- _____ Documentation of employee earnings and pay rates before and after the eight-week covered period.

BANK DOCUMENTATION

- _____ Copies of bank statements for the account(s) where loan proceeds were deposited and documentation showing funds that were paid from the account for qualified costs.

UTILITY/RENT/INTEREST INFORMATION

- _____ Copies of electricity, gas, water, telephone and internet bills for the eight-week covered period. Service for all utilities must have been in place prior to February 15, 2020 to qualify.
- _____ Copies of rent receipts.
- _____ Documentation of interest for mortgages and other tangible personal property that was placed in service prior to February 15, 2020.
- _____ Canceled checks, ACH confirmations or other confirmations of payments showing the employer contributions to benefits listed above were paid for all utility payments, rent and qualified interest.

SELF-EMPLOYED INFORMATION

- _____ 2019 Form Schedule C or Schedule F or Form 1065 including all partner K-1s.
- _____ Business gas receipts if you expensed gas on your 2019 Schedule C or 1065 return.
- _____ Copies of any utility/rent/interest documentation from the section above if they were deducted as an expense on the 2019 Schedule C or 1065 return.
- _____ Partnership clients should include Form 1040, Schedule E for all partners included in the self-employment income calculation.

ADDITIONAL INFORMATION

- _____ Copy of General Ledger or detailed list showing how funds of the loan were paid.
- _____ Copy of lease agreement if claiming rent expenses. Lease agreement must have been in place prior to February 15, 2020.
- _____ Documentation or copies of bill(s) showing utilities claimed as a qualified expense that were in place prior to February 15, 2020.
- _____ Copy of businesses forgiveness calculation to accompany the supporting documentation.