

SBA PAYCHECK PROTECTION PROGRAM FORGIVENESS APPLICATION CHECKLIST

Please use this Checklist as a guide to submit your Paycheck Protection Program (PPP) Loan Forgiveness Application. Ask to speak with your PPP Bank contact about any questions related to the PPP forgiveness process; call Customer Care at (800) 339-6573 and we'll connect you.

1. Review important PPP Forms and guidance.

- Original PPP Borrower Application Form (SBA Form 2483/2483-SD).
- PPP Loan Forgiveness Applications (SBA Forms 3508, 3508EZ, and 3508S) and Instructions.
- Consult SBA and Treasury PPP guidance published at www.sba.gov or www.treasury.gov.

2. Determine which PPP Forgiveness Application to use.

- PPP Loan Forgiveness Application "Standard" Form (SBA Form 3508)
- PPP Loan Forgiveness Application "EZ" Form (SBA 3508EZ)
- PPP Loan Forgiveness Application "S" Form (SBA 3508S)

3. Determine whether to use an 8-week or 24-week Covered Period.

Your Covered Period begins on the date PPP loan proceeds were disbursed and ends on a date of your selection, between 8 weeks and 24 weeks from the date of your loan's disbursement

4. Determine when you're ready to submit your PPP Forgiveness Application.

You may submit your Forgiveness Application any time on or before the maturity date of your PPP loan. You can submit your Forgiveness Application before the end of the Covered Period, provided that you've used all of the PPP loan proceeds for which forgiveness is being requested.

5. Gather the necessary documentation.

Refer to the flip side of this Checklist for documentation requirements.

6. Complete the Forgiveness Expense Worksheet

Download the Worksheet from our website. This Worksheet will help you itemize and calculate eligible expenses.

7. Complete and submit your PPP Forgiveness Application.

When you're ready, please connect with your PPP Bank contact or contact Customer Care.

8. What's Next?

We will review your PPP Forgiveness Application, including the calculations and supporting documents you used to determine the amounts eligible for forgiveness. If necessary, we'll contact you to request additional materials or resolve any issues identified during our review. Once we're able to confirm the calculations and validate that you provided the necessary documents with your Forgiveness Application, we'll submit your forgiveness request to the SBA. We'll notify you of the SBA's final determination, which could take up to 90 days after we've submitted your forgiveness request. You won't have to start making payments on your PPP loan, if any are required, until the SBA issues a decision on your request.

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DOCUMENTATION CHECKLIST¹

- 1. Payroll Documentation.** Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period (or the Alternative Payroll Covered Period) should consist of each of the following:
- Account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
 - Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period, such as:
 - a. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - b. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
 - Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that are being included in the forgiveness amount.
 - For borrowers using SBA Form 3508EZ and who select only the second box on the checklist on page 1 of the SBA Form 3508EZ Instructions, reports evidencing the average number of full-time equivalent employees on payroll employed by the borrower on January 1, 2020 and at the end of the Covered Period
- 2. FTE Documentation.²** Documentation, such as payroll tax filings, showing (at the election of the borrower):
- The average number of FTE employees on payroll per week employed by the borrower between February 15, 2019 and June 30, 2019;
 - The average number of FTE employees on payroll per week employed by the borrower between January 1, 2020 and February 29, 2020; or
 - In the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between May 1, 2019 and September 15, 2019.
- 3. Non-Payroll Documentation.** Documentation verifying the (i) existence of the obligations/services prior to February 15, 2020 and (ii) eligible payments from the Covered Period.
- For Business Mortgage Interest Payments, a (1) copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or (2) lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
 - For Business Rent or Lease Payments, a (1) copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or (2) lessor (landlord) account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
 - For Business Utility Payments, a copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments were made.

¹ Borrowers using Form 3508S are not required submit any supporting documentation in connection with First Draw PPP loans. However, a borrower that received a Second Draw PPP loan of \$150,000 or less and uses Form 3508S must, before or at the time of its application for forgiveness, submit documentation establishing that the borrower experienced a 25% reduction in gross revenue, unless the borrower already provided such documentation at the time of its application for the Second Draw PPP loan. See Section (4) of this Checklist for requirements.

² Not required for borrowers using the SBA Form 3508EZ or 3508S.

4. Gross Revenue Documentation.³ Documentation establishing the required revenue reduction of 25% or greater in 2020 relative to 2019, such as (one of the following):

- Relevant tax forms, including annual tax forms. Tax forms must be signed and dated, attesting to their accuracy. If the tax return for 2020 is not yet filed, fill out the return forms, compute the relevant gross receipts value, and sign and date the return, attesting that the values that enter into the gross receipts computation are the same values that will be filed on the tax return.
- Quarterly financial statements. If the financial statements are not audited, the first page must be signed and dated and all other pages must be initialed, attesting to their accuracy. If the financial statements do not specifically identify the line item(s) that constitute gross receipts, the statements must be annotated to identify which line item(s) constitute gross receipts.
- Quarterly or monthly bank statements showing deposits from the relevant quarters. The statements must be annotated, if it is not clear, which deposits listed on the bank statement constitute gross receipts (e.g., payments for purchases of goods and services) and which do not (e.g., capital infusions).

³ Applicable only to Second Draw PPP loans.