



Paycheck Protection Program – Documentation Checklist

This Checklist is provided to allow you to begin gathering the documents that will be required with your application for an SBA-PPP loan. It is subject to change and additional records may be required by the Bank to fulfill documentation requirements of the SBA.

Corporate Records

- Articles of Incorporation/Organization

Business Financial Statement

- 2019 Profit & Loss (P&L) Statement
 - Current Interim YTD P&L Statement

Payroll Information

- Payroll information for 2019 & 2020 by employee (including their salary, wages, and commissions)
 - IRS Form 940-Employer's Annual Federal Tax Return
 - IRS Form 941-Employer's Quarterly Federal Tax Return
 - IRS Form 943-Employer's Annual Federal Tax Return for Agricultural Employees (if applicable)
 - Number of Full-Time Equivalent (FTE) employees (Information is on payroll records – Forms 940, 941 or 943). You will need to keep track of this information on a monthly basis AFTER the PPP loan has been established.

Required Borrower Debt Forgiveness – Documentation Checklist

This Checklist is provided to inform you of the documentation that will be required to process your Application for Debt Forgiveness.

Payroll Information

- Documentation of qualified Payroll Costs paid in the 8-Week period after Loan Origination Date (PPP Loan)
 - Payroll Costs, payments for vacation, parental, family, medical, sick leave, and severance pay
 - Current number of Full-Time Equivalent (FTE) employees

Expense Information

- For the **Debt Forgiveness** calculation, you will need to keep track of all amounts paid for the following:
 - Interest on Mortgage Obligations
 - Rent (on a Lease Agreement)
 - Utilities (electricity, gas, water, transportation, telephone, and internet)
 - Interest on any other debt obligations (incurred before 02/15/2020)