Payroll

Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period.

Put a check in each box to indicate you have provided the form.

(Put a check in the box to indicate you have provided the form)

Bank Statements or Third Party Payroll Services
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:
  i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  ii. 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, canceled checks, or account statements documenting the amount of any employer contributions to employee group health, life, disability, vision or dental insurance, and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).

Form 3508EZ Filers that checked Box 1 on the 3508EZ qualification checklist (please check here on page 5, the first 3508EZ qualification box); documentation showing 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.
FTE

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. Documents submitted may cover periods longer than the specific time period. *If using Form 3508EZ or 3508S.

(Please Choose One)

N/A* See Above

Documentation showing (at the election of the Borrower) the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;

Documentation showing (at the election of the Borrower) the average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020

Documentation showing (at the election of the Borrower) in the case of a seasonal employer, 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**

*Borrowers must provide documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period. (If applicable, put a check in the box to indicate you have provided the form)*

- **N/A - 3508S Filer**

  - No Non-Payroll Cost Paid

*Business mortgage interest payments: Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or 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. *See Above*

*Business rent or lease payment: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments on real or personal property in force before February 15, 2020 *See Above*

*Business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments. Covered utility payments include distribution of electricity, gas, water, transportation, telephone, or internet access for which service began before February 15, 2020. *See Above*
Covered operations expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

Covered property damage costs: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the costs were related to property damage and vandalism or looting due to public disturbances that occurred during 2020 and such costs were not covered by insurance or other compensation.

Covered supplier costs: Copy of contracts, orders, or purchase orders in effect at any time before the Covered Period (except for perishable goods), copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

g. Covered worker protection expenditures: Copy of invoices, orders, or purchase orders paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments, and documentation that the expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.
Revenue Reduction

Second Draw Borrowers Only

Quarterly financial statements for the entity. If the financial statements are not audited, the Applicant must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy. If the financial statements do not specifically identify the line item(s) that constitute gross receipts, the Applicant must annotate which line item(s) constitute gross receipts.

Quarterly or monthly bank statements for the entity showing deposits from the relevant quarters. The Applicant must annotate, 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).

Annual IRS income tax filings of the entity (required if using an annual reference period). If the entity has not yet filed a tax return for 2020, the Applicant must fill out the return forms, compute the relevant gross receipts value (see Question 5), 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 entity’s tax return.