

Your PPP document checklist.

Keep track of the documents you will need to submit for your PPP Loan Forgiveness Application.

Payroll Documents	Applicable For	In hand	Submitted
1. Payroll Report	All Borrowers		
2. Federal payroll tax filings (Form 941)	If Applicable*		
3. State quarterly business and individual employee wage reporting and unemployment insurance tax filings	If Applicable*		
4. Employer contributions to employee health insurance - statements documenting the amount of any employer contributions to employee health insurance.	If Applicable		
5. Employer contributions to retirement plans - statements documenting the amount of any employer contributions to retirement plans.	If Applicable		
6. Owner's Compensation - If Owners' Compensation is included, 2019 or 2020 Schedule C, 2019 or 2020 Form 1065 Schedule K-1, 2019 or 2020 W2, or 2019 or 2020 full-year payroll report (showing wages paid to owners). Please note that the appropriate year is the year that was used to calculate your PPP loan amount.	If Applicable		
Non-Payroll Documents			
Business mortgage interest - Copy of lender amortization schedule and receipts/cancelled checks verifying eligible payments from the Covered Period.	If Applicable		
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.			
2. Business rent or lease - Copy of current lease agreement and receipts/cancelled checks verifying eligible payments from the Covered Period.	If Applicable		
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.			
3. Business utility payments - Copy of utility bills/invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.	If Applicable		
4. 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.	If Applicable		
5. 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.	If Applicable		
6. 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.	If Applicable		
7. Covered worker protection 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 expenditures were used by the Borrower to comply with applicable COVID-19 guidance during the Covered Period.	If Applicable		
8. Bank statements for entire covered period.	All Borrowers		
9. Documentation of required revenue decline – Tax returns, financial statements, bank statements or other documents evidencing a revenue decline of 25% or more in 2020 vs. 2019 or any calendar quarter in 2020 relative to the same calendar quarter in 2019.	If Applicable		

*Required if federal and state payroll taxes are not reported in detail on a third party payroll report.