

FSB PPP Loan Forgiveness Documentation Checklist

The following is a list of documentation you will need to provide when submitting your Forgiveness Application to FSB.

- PPP Loan Forgiveness Application
- FSB PPP Loan Forgiveness Calculator
- Payroll:
 - Bank account statements OR third party payroll service provider reports that document the amount of cash compensation paid to employees.
 - Tax forms OR third party payroll service provider reports for the periods that overlap with the "Covered Period" (56 days starting from the date of loan funding) or "Alternative Payroll Covered Period" (56 days starting with the first day of the payroll period following the date of loan funding).
 - If providing tax forms provide payroll tax filings reported or that will be reported to the IRS (Form 941), and state quarterly business and individual employee wage reporting and unemployment insurance tax filings that would be reported to the state.
 - Payment receipts, OR cancelled checks, OR account statements documenting the amount of any employer contributions to employee health insurance and retirement plans.
 - For Sole Proprietors: Schedule C or Schedule F from 2019 tax return
- Full Time Equivalent Employees (FTE Employees):
 - Documentation showing the average FTE employees on payroll per month for the following applicable time periods. Can use Form 941 and state quarterly business and individual employee wage reporting and unemployment insurance tax filings.
 - Between 2/15/19 and 6/30/19
 - Between 1/20/20 and 2/26/20
 - As of 6/30/20 (to support FTE Reduction Safe Harbor)
 - If Seasonal Employer - Between 2/15/19 and 6/30/19, between 1/1/20 and 2/29/20, or any consecutive 12 week period between 5/1/19 and 9/15/19.
- Nonpayroll:
 - Business mortgage interest payments
 - Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments OR lender account statements from February 2020 through one month after the 56 day Covered Period
 - Business rent or lease payments
 - Copy of current lease agreement and receipts or cancelled checks verifying eligible payments OR lessor account statements from February 2020 through one month after the 56 day Covered Period
 - Business Utility Payments
 - Copy of invoices from February 2020 and the invoices paid during the 56 day Covered Period
 - Receipts, cancelled checks, or account statements verify eligible payments