

SBA's Suggested Document Retainage List

All PPP documentation must be maintained by the Borrower for six years after the date the loan is forgiven or is repaid in full.

The list includes:

- Documentation to support the list of each individual employee in PPP Schedule A Worksheet Table 1, including the "Salary/Hourly Wage Reduction calculation if necessary.
- Documentation to support the list of each individual employee in PPP Schedule A Worksheet Table 2 verifying that each employee received more than an annualized rate of \$100,000 during any single pay period in 2019.
- Documentation regarding any employee job offers and refusals, firings for cause, voluntary resignations, and written requests by an employee for reductions in work schedule.
- Documentation supporting the PPP Schedule A Worksheet "FTE Reduction Safe Harbor"