

## **FSB PPP Loan Forgiveness Documentation Checklist**

### **Using the Form 3508EZ Forgiveness Application**

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

-PPP EZ Forgiveness Application

-If you checked the second box of the "Checklist for Using SBA Form 3508EZ", provide documents to verify the average number of full-time employees on payroll that were employed on January 1, 2020 and at the end of the Covered Period.

-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 or 168 days starting from the date of loan funding) or "Alternative Payroll Covered Period" (56 days or 168 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

-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 (or 168 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 (or 168 day) Covered Period

-Business Utility Payments

-Copy of invoices from February 2020 and the invoices paid during the 56 day (or 168 day) Covered Period

-Receipts, cancelled checks, or account statements verify eligible payments