

SBA Paycheck Protection Program Loan Forgiveness Application Documentation Requirements

Please upload the following supporting documentation to the appropriate folders in the TSB PPP Portal. Upload and save this completed checklist to the Additional Information Folder.

PAYROLL COSTS:

Cash Compensation during the Covered Period or Alternative Covered Period

Borrower	Bank Verified
<input type="checkbox"/> Bank Account statements showing payroll transfers	<input type="checkbox"/>
<input type="checkbox"/> Tax reports or Third-party payroll reporting	<input type="checkbox"/>
<input type="checkbox"/> 941 Payroll Tax statements for 3-31-20	<input type="checkbox"/>
<input type="checkbox"/> 941 Payroll Tax that will be reported for 6-30-20	<input type="checkbox"/>
<input type="checkbox"/> State quarterly wage reporting and unemployment insurance tax filings 3-31-20	<input type="checkbox"/>
<input type="checkbox"/> State quarterly wage reporting and unemployment insurance tax filings that will be reported for 6-30-20	<input type="checkbox"/>
OR	
<input type="checkbox"/> Third party payroll provider reports for the applicable Covered Period reflecting cash compensation paid	<input type="checkbox"/>

Employer Paid Health Insurance Costs during the Covered Period or Alternative Covered Period

<input type="checkbox"/> Account Statements or Billing Invoices	<input type="checkbox"/>
<input type="checkbox"/> Proof of payment – cancelled checks, payment receipts, checking account statement transactions	<input type="checkbox"/>

Employer Paid Retirement Plan Contributions during the Covered Period or Alternative Covered Period

<input type="checkbox"/> Account Statements or Billing Invoices	<input type="checkbox"/>
<input type="checkbox"/> Proof of payment – cancelled checks, payment receipts, checking account statement transactions	<input type="checkbox"/>

FTE DOCUMENTATION:

Borrower calculation and supporting documents for the following:

Borrower		Bank Verified
<input type="checkbox"/>	Average FTE during covered period	<input type="checkbox"/>
<input type="checkbox"/>	Actual FTE at 2-15-20	<input type="checkbox"/>
<input type="checkbox"/>	Actual FTE at the end of covered period	<input type="checkbox"/>

Base Period Calculation

- | | | | |
|--------------------------|---|----|--------------------------|
| <input type="checkbox"/> | Average FTE between 1-1-20 and 2-29-20 | OR | <input type="checkbox"/> |
| <input type="checkbox"/> | Average FTE between 2-15-19 and 6-30-19 | | <input type="checkbox"/> |

NON-PAYROLL COSTS:

Mortgage Interest Payments on Real or Personal Property

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Copy of note(s) and/or amortization schedule from lender | <input type="checkbox"/> |
| <input type="checkbox"/> | Lender account statements or billing notices | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of payment – cancelled checks, ledger payment record from account statement | <input type="checkbox"/> |

Business Rent or Lease Payments for Real or Personal Property

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Copy of lease agreement(s) | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of payment – cancelled checks, ledger payment record from account statement | <input type="checkbox"/> |

Utilities

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Copy of invoice or billing statement | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of payment – cancelled checks, ledger payment record from account statement | <input type="checkbox"/> |

PLEASE UPLOAD AND SAVE THIS COMPLETED CHECKLIST TO THE “OTHER ADDITIONAL INFORMATION” FOLDER IN THE TSB PPP PORTAL