

FORGIVENESS DOCUMENTATION NEEDED - SBA PPP LOAN  
**Checklist of Documentation Required for PPP Loan Forgiveness**

This information will be needed to present to the Bank or SBA for Loan Forgiveness

1)	IRS Form 941 for each quarter included in the covered loan forgiveness period (8 weeks or 24 weeks). <b>If you are not filing an "EZ" or an "S" application, you must also Include your Q1 2020 report to document FTE headcount.</b>	
2)	NHES Employer Quarterly Wage Report for each quarter included in the covered loan forgiveness period. <b>If you are not filing an "EZ" "S" application, you must also Include your Q1 2020 report to document FTE headcount.</b>	
3)	Payroll reports for each pay period during the covered loan forgiveness period	
4)	Documentation to show health and or dental insurance premiums paid by the company under a group health plan. Copies of the monthly invoices, canceled checks or bank statements showing payments.	
5)	Documentation to show retirement plan funding by the employer during the covered loan forgiveness period. Copies of remittances to the retirement plan administrator, canceled checks or bank statements.	
6)	Copies of all lease agreements for real estate, equipment or vehicles should be presented along with proof of payment during the covered loan forgiveness period.	
7)	Copies of all statements of interest paid on debt obligations indicating payment amounts and proof of payment for <b>February 2020</b> and during the covered loan forgiveness period.	
8)	Copies of cancelled checks, billing statements or other evidence of utilities for <b>February 2020</b> and incurred or paid during the covered loan forgiveness period.	
9)	If not previously submitted with the original PPP loan application, tax return information is required for sole proprietors or partnerships (including an LLC filing as a sole proprietor or partnership): ** Partnerships: 2019 IRS Form 1065 Tax Return, including K-1 Statements for all partners ** Sole Proprietors: 2019 Schedule C Profit or Loss from Business	

**Payroll Reminders**

### Owner/Employees: What Not to Include

	Retirement	Health	Dividends
Schedule C	✗	✗	
Partner	✗	✗	✗
C-Corp	✓	✓	✗
S-Corp	✓	✗	✗

See page 2 of Instructions.  
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