

PPP LOAN FORGIVENESS

INFORMATION REQUEST CHECKLIST



In order to estimate and document your forgiveness amount, we request the following information be submitted to your CP Advisor:

PAYROLL

Provide payroll registers with paid dates that fall within the dates listed below. The payroll registers must include employee numbers (if used in your payroll system), employee names, gross wages, and hours associated with gross wages. Also, provide employer quarterly tax returns that show unemployment taxes paid and federal taxes.

- 1/1/2019 to 12/31/2019
- 1/1/2020 through most recent paid date
- Additional payroll processed through your loan's covered period



REQUIRED FILE TYPES
CSV, Text, Excel

- Form 941 for the first two quarters of 2020
- State unemployment returns for the first two quarters of 2020



REQUIRED FILE TYPE
PDF

QUESTIONNAIRE

In addition to the documents you will need to submit, we will provide an Excel document to complete with the following information:

- Entity type
- Payroll cycle
- Health insurance and retirement benefits
- Confirmation if you are a seasonal employer
- Reduction in wages
- Bonus and hazard pay
- Employees whose principal residence is outside the U.S.
- Employees added to payroll between 2/15/2020 through 6/30/2020
- Employees removed from payroll between 2/15/2020 through 4/26/2020
- Wages eligible for the FFCRA tax credit
- Grants
- Economic Injury Disaster Loan
- Paycheck Protection Program Loan

○ NON-PAYROLL

Provide invoices for the following eligible non-payroll costs. Eligible non-payroll costs are costs that are paid during your 8-week loan period or incurred during the 8-week reporting period and paid on or before the next regular billing date, even if the billing date is after the 8-week reporting period.

All agreements on non-payroll items need to have been entered into and exist prior to 2/15/2020.

○ Rent

- Business rent or lease payments for buildings and equipment.

○ Utilities

- Electric, gas, water, transportation, telephone, or internet.

○ Mortgage Interest

- Interest amounts incurred for covered mortgages on real or personal property (business equipment).

○ Copy of the first invoice dated before 2/15/2020 for all items claimed as utilities

○ Copy of lease and/or mortgage agreements entered into and exist prior to 2/15/2020



REQUIRED FILE TYPE
PDF

○ BENEFITS

○ A copy of your health insurance invoices showing employer portion amount paid listed out by employee or owner

○ A copy of your employer contributions to retirement accounts listed out by employee or owner



REQUIRED FILE TYPE
PDF

○ PAYCHECK PROTECTION PROGRAM LOAN

○ A copy of the paycheck protection promissory note between your organization and your lender.

○ A copy of your paycheck protection program borrower application form.



REQUIRED FILE TYPE
PDF