



Items expected to be required by banks when submitting request for forgiveness:

- 1) PPP Loan document
- 2) Spreadsheet detailing all expenses requested to be forgiven
- 3) Forms 940 and 941 for 2019
- 4) Form 941 for Q1 and Q2 2020
- 5) Payroll registers for every pay period paid within covered period (forgiveness period)
- 6) Invoices for health insurance paid within the covered period (forgiveness period)
- 7) Invoices for lease payments paid during the covered period (forgiveness period)
- 8) Copy of leases (supporting they were in effect at Feb 15, 2020)
- 9) Utility bills paid during the covered period (forgiveness period)
 - a. Electricity
 - b. Gas
 - c. Water/sewer
 - d. Telephone (landline)
 - e. Internet
- 10) Copy of same utility bills prior to Feb 15, 2020 (supporting they were in effect at Feb 15, 2020)
- 11) Mortgage loan statements covering payments made during the covered period
- 12) Same mortgage loan statement prior to Feb 15, 2020 or copy of Promissory Note
- 13) Copy of cancelled checks (or wire transfers) for all disbursements above
- 14) Copy of bank statements for May and June 2020