



PPP LOAN FORGIVENESS DOCUMENTATION CHECKLIST

1. PAYROLL VERIFICATION (Submit with Forgiveness Application)

Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period:

- ☐ Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees
- ☐ Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
 - ☐ Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - ☐ State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- ☐ Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount.

2. FTE VERIFICATION (Submit with Forgiveness Application)

Documentation showing:

- ☐ The average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019;
- ☐ The average number of FTE employees on payroll per month employed by the Borrower between January 1, 2020 and February 29, 2020;
- ☐ In the case of a seasonal employer, the average number of FTE employees on payroll per month employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive twelve-week period between May 1, 2019 and September 15, 2019.
- ☐ Documents may include:
 - ☐ Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941)
 - ☐ State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.

Documents submitted may cover periods longer than the specific time period.

3. NONPAYROLL VERIFICATION (Submit with Forgiveness Application)

Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period

- ☒ Business mortgage interest payments:
 - ☐ Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period, or
 - ☐ Lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments

3. NONPAYROLL VERIFICATION (Submit with Forgiveness Application) CONT.

- ☐ Business rent or lease payments:
 - ☐ Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period, or
 - ☐ Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments
- ☐ Business utility payments:
 - ☐ Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.

4. ADDITIONAL DOCUMENTATION

Additional documentation, that does not need to be submitted with the Application, but that you must keep for at least 6 years after the date the loan is forgiven or repaid in full. All documentation submitted with the Application must also be retained for at least 6 year.

- ☐ PPP Schedule A Worksheet or its equivalent and the following
 - ☐ Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 1, including the "Salary/Hourly Wage Reduction" calculation, if necessary.
 - ☐ Documentation supporting the listing of each individual employee in PPP Schedule A Worksheet Table 2; specifically, that each listed employee received during any single pay period in 2019 compensation at an annualized rate of more than \$100,000.
 - ☐ Documentation regarding any employee job offers and refusals, firings for cause, voluntary resignations, and written requests by any employee for reductions in work schedule.
 - ☐ Documentation supporting the PPP Schedule A Worksheet "FTE Reduction Safe Harbor."

All records relating to the Borrower's PPP loan, including documentation submitted with its PPP loan application, documentation supporting the Borrower's certifications as to the necessity of the loan request and its eligibility for a PPP loan, documentation necessary to support the Borrower's loan forgiveness application, and documentation demonstrating the Borrower's material compliance with PPP requirements. The Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request.

Informational Purposes Only: This document is being provided for informational purposes only. It should not be construed as business, legal, accounting, tax, financial, investment or other advice on any matter and should not be relied upon for such. The PPP is a complex program that is being implemented at high speed. Program terms are set by the Small Business Administration (SBA) and Treasury and are subject to change at any time without notice. AgCountry is not the primary source of the program information provided and does not guarantee its accuracy.

Requests for loan forgiveness are subject to SBA requirements in effect at the time of the request. This information represents our best understanding and interpretation based on where things currently stand. We will continue to track the SBA and Department of Treasury guidance issued for implementing the program and be making necessary changes as required. We encourage you to monitor the resources below for up to date information and, if necessary, to consult your independent legal, tax and financial advisors for further guidance.

<https://home.treasury.gov/policy-issues/top-priorities/cares-act/assistance-for-small-businesses>
<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>