

## SBA PPP Forgiveness Checklist

☐ 1) Completed application

Date received: \_\_\_\_\_

2) Documents to show Payroll Expenses paid during covered period

☐ -Bank Account Statements or third party Payroll service provider reports (like ADP)

Date received: \_\_\_\_\_

☐ - Payroll summary

Date received: \_\_\_\_\_

☐ -2020 941s and TWCs that span covered period

Date received: \_\_\_\_\_

☐ -Payment receipts, cancelled checks, or account statements documenting employer contributions to health ins and retirement plans

Date received: \_\_\_\_\_

3) Documents to show Non-Payroll Expenses paid during covered period

☐ Copy of lender amortization schedule and receipts or cancelled checks verifying eligible mortgage interest payments

Date received: \_\_\_\_\_

☐ Copy of current lease agreement and receipts or cancelled checks to verify lease payments

Date received: \_\_\_\_\_

☐ Copy of utility invoices/bills from February 2020 and those paid during covered period and receipts, cancelled check, or account statements.

Date received: \_\_\_\_\_