

PPP Documentation Checklist

Revised 9/29/20

Please compile the supporting documentation in the following order:

- Loan Forgiveness Application, including Schedule A and Schedule A Worksheet, if required
- Bank of Bartlett Forgiveness Calculator
- Payroll Records
- Business Mortgage Interest Expense Records
- Business Rent or Lease Payment records
- Business Utility Payment records
- Any Additional Bank Statements, with cancelled checks

Please title each document and highlight referenced amounts and dates.

Application

[Loan Forgiveness Application](#), downloadable in the [PPP Forgiveness Portal](#).

Forgiveness Calculator

This is a BoB tool to assist you in completing the application. You can download it [here](#).

Payroll Records

Payroll Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period (either 24 weeks or 8 weeks) or the Alternative Payroll Covered Period consisting of each of the following:

1. Bank account statements (including cancelled checks) or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
2. 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:
 - a. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941)
 - b. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
3. 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.

4. If you checked only the second box on the checklist on page 1 of the 3508EZ instructions, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.

Non-Payroll Documentation

Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period (either 24 weeks or 8 weeks).

Business Mortgage Interest Expense Records

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.

Business Rent or Lease Payment

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.

More information is available in the [PPP Forgiveness Portal](#). If you have additional questions, contact your loan officer or email us at PPPquestions@bankofbartlett.com