

# CHECKLIST TO COMPLETE THE PPP LOAN FORGIVENESS APPLICATION

(REFER TO APPLICATION INSTRUCTIONS FOR REQUIRED SUPPORTING DOCUMENTATION)

## Company and Loan Information of Borrower

- Business Legal Name (***must match the name on the PPP Loan Application***)
- DBA or Tradename, if applicable
- Business Address (Street, City, State, Zip)
- Business TIN (EIN, SSN)
- Business Phone
- Primary Contact
- E-mail Address
- SBA PPP Loan Number (10 digits assigned by the SBA)
- Lender PPP Loan Number (loan number assigned by your Bank)
- PPP Loan Amount
- PPP Loan Disbursement Date
- Employees at Time of Loan Application
- Employees at Time of Forgiveness Application
- EIDL Advance Amount
- EIDL Application Number
- Payroll Schedule: Weekly / Biweekly / Twice a month / Monthly / Other
- Covered Period (8- or 24-week date range starting with the Loan Disbursement Date)
- Alternative Payroll Covered Period, if applicable (8- or 24-week period that begins on the first day of the first pay period following the Loan Disbursement Date)

## Payroll and FTE Information

### ***For the Covered Period or Alternative Covered Period:***

- Cash Compensation paid to employees, including adjustment for those paid more than an annualized rate of \$100,000
- Average FTE
- Salary/Hourly Wage Reduction (if any)
- Total amount paid by Borrower for employer contributions for employee health insurance
- Total amount paid by Borrower for employer contributions to employee retirement plans
- Total amount paid by Borrower for employer state and local taxes assessed on employee compensation
- Total compensation paid to owner-employees/self-employed individual/general partners

### ***For the chosen reference period (you must choose a reference period as defined in the application)***

- Average FTE

## Nonpayroll Information

- Business Mortgage Interest Payments
- Business Rent or Lease Payments
- Business Utility Payments

## Optional Demographic Information

- Principal Name and Position (see Application for definition of Principal)
- Veteran / Gender / Race / Ethnicity