



### **Payroll Documentation**

Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period, or the Alternative Payroll Covered Period, consisting of each of the following:

1. Amount of cash compensation paid
  - a. Payroll report from third-party service provider, or
  - b. Bank statements and self-prepared payroll report.
2. Tax forms, or equivalent payroll reports from third-party provider
  - a. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  - 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 (PPP Schedule A, lines (6) and (7)).

### **Nonpayroll Documentation**

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

1. Business mortgage interest payments
  - a. Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or
  - b. lender account statements from February 2020 and from the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
2. Business rent or lease payments
  - a. Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or
  - b. lessor account statements from February 2020 and from the months of the Covered Period through one month after the end of the Covered Period verifying eligible payments.
3. Business utility payments
  - a. Copy of invoices from February 2020 and from those months paid during the Covered Period and receipts, cancelled checks, or utility provider account statements verifying those eligible payments.

### **Full-Time Equivalent Employees (only required when submitting Form 3508)**

Documentation showing (at the election of the Borrower) the Average number of FTE employees on payroll per week employed by the Borrower:

1. between February 15, 2019 and June 30, 2019; or
2. between January 1, 2020 and February 29, 2020; or
3. In the case of a seasonal employer, any consecutive 12-week period between May 1, 2019 and September 15, 2019.

*The selected period must be the same period selected for purposes of completing PPP Schedule A, line 11. Documents may include payroll tax filings reported to the IRS (typically, Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax filings reported to the relevant state. Documents submitted may cover periods longer than the specific time period.*