



What documentation do I need to submit to my lender with my Paycheck Protection Program (PPP) Forgiveness application?

1. **Payroll Expenses: Proof of payment**
2. **Non-Payroll Expenses: Proof of obligation and proof of payment**
3. **3508 Only: PPP Schedule A and Full Time Employee (FTE) Documentation**
4. **3508EZ Only: FTE Information, if applicable**
5. **3508S Only: No additional documents required**

1) Payroll Expenses: Proof of payment

- a) **Bank account statements or third-party payroll service provider reports** documenting the amount of cash compensation paid to employees.
- b) **Tax forms** or equivalent third-party payroll service provider reports. Typically 941s or quarterly state filings.
Or
2019 IRS 1040 Schedule C for Sole Proprietors, Independent Contractors and Eligible Self Employed Individuals
Or
2019 Schedule K-1 (IRS Form 1065) for Partnerships
- c) **Payment receipts** documenting the amount of any employer contributions to employee health insurance and retirement plans. May be canceled checks or account statements.

2) Non-Payroll Expenses: Proof of obligation and proof of payment

- a) **Business mortgage interest payments**
 - Amortization schedule and receipts; 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.
- b) **Business rent or lease payments**
 - Lease agreement and receipts/canceled checks; 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.
- c) **Business utility payments**
 - Invoices from February 2020 and invoices paid during Covered Period and receipts, cancelled checks or account statements.



3) 3508 Only: PPP Schedule A and FTE Documentation

a) FTE: Documentation showing (at the election of the Borrower):

- The average number of FTE on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019;
- The average number of FTE on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or
- In the case of a seasonal employer, the average number of FTE on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between May 1, 2019 and September 15, 2019.

4) 3508EZ Only: FTE Information (if applicable)

- If you checked only the second box on the checklist for using the 3508EZ, 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.

5) 3508S Only: No additional documents required

The SBA Form 3508S requires fewer calculations and less documentation for eligible borrowers. The SBA Form 3508S does not require borrowers to show the calculations used to determine their loan forgiveness amount, thus there are no documents required at the time of application when utilizing the 3508S form. However, the SBA may request information and documents to review those calculations as part of its loan review or audit processes. Following the submission of the forgiveness application, the Borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records and for three years for all other records.

The Small Business Administration PPP Forgiveness Applications Instructions require all borrowers to supply documentation to support the qualified expenses incurred during the Covered Period. You must provide documentation that shows the expenses were incurred and proof that they were paid. Please note that if you include any of the above expenses on your forgiveness application you must provide the supporting documentation. You do not need to include any documents for those expense categories that were not included in your application. For additional instructions and clarifications please see the SBA's instructions for the 3508, 3508S and 3508EZ Applications on:

- <https://www.alpinebank.com/community/response-to-COVID-19.html>

*Cover Period is the 24-week period beginning on when your PPP loan was disbursed. If your PPP loan was made before June 5, 2020, you may elect an 8-week covered period beginning on when your PPP loan was disbursed. If you elect to use a 24-week period, you are eligible to apply for forgiveness as soon all the funds have been utilized as designated by the SBA.