Notice of Forgiveness Documentation

IMPORTANT: For your PPP Loan Forgiveness, present the below information to the Bank for the 8 week period following the funding date of your PPP Loan:

1. Copies of payroll tax reports file with the IRS (including Forms 941, 940, state income and unemployment tax filing reports).
2. Copies of payroll reports for each pay period. Gross wages including PTO (which might include vacation, sick, and other PTO) should be reflected.
3. Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company should be provided. Copies of the monthly invoices should suffice.
4. Documentation of all retirement plan funding by the employer. Copies of workpapers, schedules and remittances to the retirement plan administrator should be available.
5. Copies of all lease agreements for real estate and tangible personal property should be presented along with proof of payment.
6. Copies of all statement of interest paid on debt obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment.
7. Copies of cancelled checks, statements or other evidence of utilities paid during the "covered period".
8. Any and all additional documentation required by the Lender to support and document the use of the proceeds of the Loan.