

# Required Documentation for PPP Forgiveness Applications

Below are two charts which outline the documents you are required to provide with your Paycheck Protection Program (PPP) forgiveness application. The first chart outlines the required documentation for businesses with employees while the second chart outlines the documents needed for business without employees (other than self).

The first chart (Businesses with Employees) is then further separated by which version of the forgiveness application you will be submitting. The US Treasury/SBA has created two applications: Form 3508, and Form 3508EZ. Which form you will submit depends on whether you used your PPP funds to pay FTE employees. FTE employee stands for “full-time equivalent employee.” Businesses without FTE employees will use Form 3508EZ.

For more information on how to calculate the number of FTE employees, for full instructions on which form to use, and for additional details about required documents for all business types, please refer to the SBA’s “**Loan Forgiveness Application Form EZ Instructions**” or their “**Loan Forgiveness Application Form Instructions (revised 6/16/20)**”, which can both be found [here](#).

<b>REQUIRED DOCUMENTATION BUSINESSES WITH EMPLOYEES</b>			
<b>Borrower Type</b>	<b>Business Entities (C-Corp, S-Corp, LLC's taxed as Corp, Non-Profit organizations)</b>	<b>Sole Proprietor/Self-employed/ Independent Contractor</b>	<b>Partnership</b>
Loan Forgiveness Application (SBA Form)	FORM 3508EZ: NO FTE EMPLOYEES AND/OR NO SALARY/WAGE REDUCTIONS FORM 3508: FTE EMPLOYEES AND/OR SALARY/WAGE REDUCTIONS		
Payroll Documentation	1. TAX FORMS: FORM 941, EMPLOYER QUARTERLY FEDERAL TAX RETURN 2. CASH COMPENSATION: BANK ACCOUNT STATEMENTS OR THIRD-PARTY PAYROLL SERVICE PROVIDER REPORTS 3. EMPLOYER CONTRIBUTIONS TO EMPLOYEE HEALTH INSURANCE OR RETIREMENT PLANS: PAYMENT RECEIPTS, CANCELLED CHECKS, OR ACCOUNT STATEMENTS 4. STATE AND LOCAL TAXES: TAX FORMS (STATE UNEMPLOYMENT INSURANCE TAX FILINGS)		
Compensation Paid to Employees	C-CORP OWNER EMPLOYEES: 2019 CASH COMPENSATION, EMPLOYER CONTRIBUTIONS TO HEALTH INSURANCE AND RETIREMENT PLAN  S-CORP OWNER EMPLOYEES: 2019 CASH COMPENSATION, EMPLOYER CONTRIBUTIONS TO RETIREMENT PLAN	2019 SCHEDULE C (Form 1040) or 2019 SCHEDULE F (Form 1040)	2019 SCHEDULE K-1 (FORM 1065), PARTNER'S SHARE OF INCOME, DEDUCTIONS, CREDITS, ETC.
Non-Payroll Documentation	1. COPY OF LEASE AGREEMENT IN PLACE PRIOR TO 2/15/20 2. COPY OF RENT PAYMENTS DURING COVERED PERIOD 3. COPY OF MORTGAGE AGREEMENT IN PLACE PRIOR TO 2/15/20 4. COPY OF MORTGAGE INTEREST PAID DURING COVERED PERIOD 5. COPIES OF UTILITIES AND PAID RECEIPTS 6. COPIES OF BANK STATEMENT INDICATING PAYMENT (IF APPLICABLE)		
FTE	<b>FORM 3508EZ:</b> DOCUMENTATION SHOWING AVERAGE FTE EMPLOYED BY BORROWER ON 1/1/2020 AND AT THE END OF THE COVERED PERIOD (applicable if borrower checked only the second box on the checklist on the form instructions)  <b>FORM 3508:</b> REPORT OF EMPLOYEE SUMMARY OF AVG NUMBER OF FTE EMPLOYEE PER WEEK EMPLOYED 2-15-19 TO 6-30-19 REPORT OF EMPLOYEE SUMMARY OF AVG NUMBER OF FTE EMPLOYEE PER WEEK EMPLOYED 1-1-20 TO 2-29-20 REPORT OF EMPLOYEE SUMMARY OF AVG NUMBER OF FTE EMPLOYEE PER WEEK EMPLOYED DURING COVERED PERIOD FOR SEASONAL EMPLOYERS: REPORT OF EMPLOYEE SUMMARY OF AVG NUMBER OF FTE EMPLOYEE PER WEEK EMPLOYED 2-15-19 TO 6-30-19; 1-1-20 TO 2-29-20 OR ANY 12-MONTH CONSECUTIVE PERIOD FROM 3-1-19 TO 9-15-19 (e.g. FORM 941, EMPLOYER'S QUARTERLY FEDERAL TAX FILING AND STATE UNEMPLOYMENT INSURANCE TAX FILINGS)		

**REQUIRED DOCUMENTATION  
BUSINESSES WITHOUT EMPLOYEES**

<b>Borrower Type</b>	<b>Sole Proprietor/Self-employed/ Independent Contractor</b>	<b>Partnership</b>
Loan Forgiveness Application (SBA Form)	FORM 3508EZ	
Payroll Documentation	N/A	
Owner Compensation Replacement	2019 SCHEDULE C (Form 1040) or 2019 SCHEDULE F (Form 1040)	2019 SCHEDULE K-1 (FORM 1065), PARTNER'S SHARE OF INCOME, DEDUCTIONS, CREDITS, ETC.
Non-Payroll Documentation  (Borrowers that chose a 24-week covered period may not need to provide documentation for non-payroll expenses to receive full forgiveness)	<ol style="list-style-type: none"> <li>1. COPY OF LEASE AGREEMENT IN PLACE PRIOR TO 2/15/20</li> <li>2. COPY OF RENT PAYMENTS DURING COVERED PERIOD</li> <li>3. COPY OF MORTGAGE AGREEMENT IN PLACE PRIOR TO 2/15/20</li> <li>4. COPY OF MORTGAGE INTEREST PAID DURING COVERED PERIOD</li> <li>5. COPIES OF UTILITIES AND PAID RECEIPTS</li> <li>6. COPIES OF BANK STATEMENT INDICATING PAYMENT (IF APPLICABLE)</li> </ol>	
FTE	N/A	

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