

Please prepare the following documentation to submit with your application

- 1) 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:
 - a. Tax forms or equivalent PEO forms:**
 - i. Form 941 for Q1 and Q2 2020; and**
 - ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state;**
 - 1. For Example: Utah-Form 33H; California-Form DE9; and**
 - b. Bank account statements showing proof of distribution for payroll costs; and**
 - c. If applicable, Payment receipts, cancelled checks, or account statements showing employer contributions to employee health insurance and retirement plans.**
- 2) Non-payroll Documentation:**
 - a. Business mortgage interest payments**
 - i. Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments; or**
 - ii. lender account statements from February 2020 continuing one month after then end of your covered period.**
 - b. Business rent or lease payments**
 - i. Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or**
 - ii. lessor account statements from February 2020 continuing one month after then end of your covered period.**
 - c. Business utility payments**
 - i. Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments**