

PPP SECOND DRAW FORGIVENESS REQUIRED DOCUMENTATION (For all loans exceeding \$150,000)

These instructions were created to help you determine what documentation you will be required to provide for your second draw PPP loan forgiveness application. These instructions apply to all loans exceeding \$150,000.

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:

- Tax forms or equivalent PEO forms:
- Form 941 for Q1 and Q2 2020; and
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state;
 - *For Example:* Utah-Form 33H; California-Form DE9; and
- Bank account statements showing proof of distribution for payroll costs; and
- If applicable, Payment receipts, cancelled checks, or account statements showing employer contributions to employee health insurance and retirement plans.

Nonpayroll Documentation (If Applicable):

- Business mortgage interest payments
- Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments; or
- Lender account statements from February 2020 continuing one month after the end of your covered period.
- Business rent or lease payments
- Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or
- Lessor account statements from February 2020 continuing one month after the end of your covered period.
- Business utility payments
- Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments