Application for loan forgiveness must include the following documentation to substantiate the use of the borrower’s loan proceeds:

1. **Form of Forgiveness Application [Note: pending guidance from SBA]**

2. **Payroll Numbers and Pay Rates.** Documentation verifying the number of full-time equivalent employees on payroll and pay rates, including (1) payroll tax filings reported to the IRS; and (2) state income, payroll, and unemployment insurance filings.

   (a) **Payroll Numbers**
      
      i. Average number of full-time equivalent employees per month employed by borrower during the 8-week period following the date the loan proceeds were disbursed;
      
      ii. Average number of full-time equivalent employees per month employed by borrower during one of the following periods (at election of Borrower):
         1. February 15, 2019 to June 30, 2019; OR
         2. January 1, 2020 to February 29, 2020; OR
         3. For seasonal employers only, any consecutive 12-week period between May 1, 2019 and September 15, 2019.
      
      iii. Documentation of the number of full-time equivalent employees on each of the following dates: February 15, 2020, April 26, 2020, and June 30, 2020.

   (b) **Payroll Rates**
      
      i. For employees who did not receive, during any single pay period in 2019, wages or salary at an annualized rate of pay more than $100,000, documentation showing the total wage or salary of each employee during the 8-week period following the date the loan proceeds were disbursed;
      
      ii. Documentation showing each employee’s total wages or salary during the most recent full quarter during which the employee was employed before the covered period (the 8-week period beginning on the date SBA PPP loan proceeds were disbursed);
      
      iii. Documentation of each employee’s wages or salary on each of the following dates: February 15, 2020, April 26, 2020, and June 30, 2020; and
      
      iv. Documentation of additional wages paid to tipped employees.

   (c) **Payroll Documentation.** The following documentation may be used to validate the payroll numbers and pay rates for the periods described in Sections 2(a) and 2(b):
      
      i. 2019 IRS Form W-2 issued to employees
      
      ii. 2019 and 2020 IRS Form 940, 941 or 944 quarterly payroll tax reports
      
      iii. Payroll processor records
      
      iv. For independent contractor applicants, payments reported on FORM 1099-MISC
      
      v. Income and expenses from a sole proprietorship
      
      vi. State Income, Payroll tax and unemployment Insurance filings
      
      vii. Payroll reports for the past 12 months which will show the following information:
         1. Gross wages for each employee, including officer(s) if paid W-2 wages
         2. Paid time off for each employee
         3. Vacation pay for each employee
         4. Family medical leave pay for each employee
         5. State and local taxes assessed on an employee’s compensation
      
      viii. If borrower’s employee(s) declined an offer for rehire:
         1. Evidence of a good faith, written offer of rehire; and
         2. Evidence of the employee’s rejection of the borrower’s offer.

3. **Non-Payroll Costs**
   
   (a) Documentation, including cancelled checks, payment receipts, transcripts of accounts, or other documents verifying payments on covered mortgage obligations, payments on covered lease obligations, and covered utility payments;
(b) Evidence that covered mortgage obligations were incurred before February 15, 2020;
(c) Evidence that rent obligations were under a lease agreement in force before February 15, 2020;
(d) Evidence that any covered utility payments were for a service the distribution of electricity, gas, water, transportation, telephone, or internet access for which service began before February 15, 2020

4. Economic Injury Disaster Loan (“EIDL”) Documentation.
(a) Documentation evidencing any EIDL loans made to borrower between January 31, 2020 and the date of the SBA PPP loan, including amount of the loan, purpose of the loan, and the amount of the EIDL that does not have to be repaid

5. Certifications. Certifications from an authorized representative of the business that:
(a) the documentation provided is true and correct; and
(b) that the amount of forgiveness requested was used to retain employees, make payments on a covered mortgage obligation, make payments on a covered rent obligation, or make covered utility payments; and

6. Any other documentation deemed necessary by the SBA

Self-Employed Borrower Documentation Requirements

Documentation Required for Submission to Lender with Request for Loan Forgiveness (in addition to other required documents specified in the statute and earlier guidance):
1. If the borrower has employees, Form 941 and state quarterly wage unemployment insurance tax reporting forms or equivalent payroll processor records that best correspond with the covered period (with evidence of any retirement and health insurance contributions)
2. 2019 Form 1040 Schedule C

Partnership Borrower Documentation Requirements

Documentation Required for Submission to Lender with Request for Loan Forgiveness (in addition to other required documents specified in the statute and earlier guidance):
1. Form 941 and state quarterly wage unemployment insurance tax reporting forms or equivalent payroll processor records that best correspond with the covered period (with evidence of any retirement and health insurance contributions)
2. Form 1065 and all Schedules, including, but not limited to Schedule K and all Schedule K-1s

Other Documentation to Provide, where applicable:
1. 2018 Tax Return (in its entirety with all Schedules, including, but not limited to, Schedules C, F, K, and K-1s) and Profit & Loss Statement
2. 2019 Tax Return, if available (in its entirety with all Schedules, including, but not limited to, Schedules C, F, K, and K-1s)
   (a) If 2019 Tax Return has not yet been filed, please fill out Schedule C as it would be for 2019 and provide

Collection of Documentation Related to Initial Loan Application

1. Wet signatures for loan application and loan documents
   (a) SBA Form 2483 – Borrower Application
   (b) Addendum B to SBA Form 2483
   (c) Addendum C to SBA Form 2483
   (d) SBA PPP Loan – Promissory Note
2. Any missing loan application information identified by Commerce during the post-closing review process