

# Paycheck Protection Program Loan Forgiveness Required Information and Documentation

Following is a comprehensive list of the information and documentation required to complete the **Paycheck Protection Program Loan Forgiveness** application.

## **Payroll**

**Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or Alternative Payroll Covered Period**

- Bank account statement or third-party payroll service provider reports documenting amount of cash compensation paid to employees
- Tax Forms (or equivalent third-party payroll service provider for the covered or alternative covered periods)
- Payroll Tax Filing – Form 941
- State quarterly business and individual employee wage reporting and unemployment insurance tax filings, e.g., NYS 45 or form for the relevant state
- Payment receipt, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that was included in the forgiveness amount

## **FTE**

**Documentation showing the following: (at the election of the borrower)**

***Required if you do not meet FTE Exceptions or Safe Harbor***

- The average number of FTE employees on payroll per week employed by the borrower between February 15, 2019 and June 30, 2019
- The average number of FTE employees on payroll per week employed by the borrower between January 1, 2020 and February 29, 2020; or
- Seasonal employer, the average number of FTE employees on payroll per week employed by the borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between May 1, 2019 and September 15, 2019
- Documents may include payroll tax filings (Form 941) and state quarterly business and individual employee wage reporting and unemployment insurance tax filings to the relevant state (e.g. NYS 45)

## **Non-Payroll**

**Documentation verifying the existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period**

- Business mortgage interest payments: copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments
- Business rent or lease payments: copy of current lease agreement and receipts and cancelled checks verifying eligible payments from Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments
- 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

If you have any questions or require additional information, please contact your Flushing Bank Business Banker.

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