

## Documentation Request

### General

1. Your contact information
2. Business information
  - a. Business legal name
  - b. Business address
  - c. SBA PPP loan number
  - d. Lender PPP loan number
  - e. PPP Loan Amount
  - f. Employees at time of loan application
  - g. Employees at time of forgiveness application
  - h. PPP Loan disbursement date
  - i. EIDL advance amount
  - j. EIDL application number
  - k. Payroll schedule (pay frequency)
  - l. Covered Period
3. A copy of your PPP loan application and supporting documentation used for calculations.
4. A copy of your 2019 income tax return

### Eligible Expenses

#### *Payroll Costs*

1. Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period for each employee.

#### *Nonpayroll Costs*

1. Covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 (“business mortgage interest payments”)
2. 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 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
3. 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.

## **Reductions**

### *FTE Measurements*

1. Documentation for each employee verifying:
  - a. the average number of hours paid per week by the Borrower between February 15, 2019 and June 30, 2019;
  - b. the average number of hours paid per week by the Borrower between January 1, 2020 and February 29, 2020
  - c. the average number of hours paid per week by the Borrower for their selected covered period
2. Documentation concerning (1) any positions for which the Borrower made a good-faith, written offer to rehire an individual who was an employee on February 15, 2020 and the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020; (2) any positions for which the Borrower made a good-faith, written offer to restore any reduction in hours, at the same salary or wages, during the Covered Period or the Alternative Covered Period and the employee rejected the offer, and (3) any employees who during the Covered Period or the Alternative Payroll Covered Period (a) were fired for cause, (b) voluntarily resigned, or (c) voluntarily requested and received a reduction of their hours. In all of these cases, include these FTEs on this line only if the position was not filled by a new employee

### *Salary/Wage Measurements*

1. Documentation for each employee verifying:
  - a. Average annual salary or hourly wage during Covered Period or Alternative Payroll Covered Period
  - b. Average annual salary or hourly wage between January 1, 2020 and March 31, 2020
  - c. Annual salary or hourly wage as of February 15, 2020 (the payroll period containing this date)
  - d. 2019 compensation and notation of any employee who received compensation at an annualized rate of more than \$100,000 for any pay period in 2019.