

Documents to be Submitted for PPP Loan Forgiveness Application Form 3508

Line 1	<ul style="list-style-type: none"> ○ Bank Statements ○ Third-party payroll service provider reports documenting the amount of cash compensation paid to employees (if available) ○ Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans (if applicable) ○ Payroll tax filing reported, or that will be reported, to the IRS for the Covered Period (typically 941) ○ TNPAWs report for Covered Period
Line 2 (include only if Line 2 shows value >0)	<ul style="list-style-type: none"> ○ Copy of lender amortization schedule <i>and</i> 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
Line 3 (include only if Line 3 shows value >0)	<ul style="list-style-type: none"> ○ Copy of current lease agreement <i>and</i> 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
Line 4 (include only if Line 4 shows value >0)	<ul style="list-style-type: none"> ○ Copy of invoices from February 2020 and those paid during the Covered Period ○ Receipts, cancelled checks or account statements verifying those eligible payments
Other	<ul style="list-style-type: none"> ○ Payroll Reports for each payroll during the Covered Period ○ Payroll Reports for each payroll during Q1 2020 ○ Listing of all employees employed during 2019 ○ FTE Calculation support (if business has employees) ○ Wage Reductions Calculation support (if business has employees) ○ Payroll Report covering 1/1/2020 ○ Payroll Reports for each payroll during 2/15/20-4/26/20 (if FTEs reduced from 1/1/20 to Covered Period) ○ EIDL Information (if applicable)

*required items are bolded