

Notice of Forgiveness Documentation

IMPORTANT: For your PPP Loan Forgiveness, present the below information to the Bank for all payroll periods that overlapped with the covered period.

1. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees
2. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period:
 - o Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
 - o State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state
3. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the borrower included in the forgiveness amount
4. Non-payroll (for expenses that were incurred or paid during the Covered Period and showing that obligations or services existed prior to February 15, 2020 for the first three listed obligations/services):
 - o Business mortgage interest payments: Copy of lender amortization schedule and receipts verifying payments, or lender account statements
 - o Business rent or lease payments: Copy of current lease agreement and receipts or cancelled checks verifying eligible payments
 - o Business utility payments: Copies of invoices and receipts, cancelled checks or account statements
 - o Covered operations expenditures: Copy of invoices, orders or purchase orders paid, and receipts, cancelled checks or account statements verifying eligible payments
 - o Covered property damage costs: Copy of invoices, orders or purchase orders paid, and receipts, cancelled checks or account statements verifying eligible payments, and verification that costs were related to uninsured property damage due to public disturbance vandalism or looting that occurred in 2020
 - o Covered supplier costs: Copy of contracts, orders or purchase orders in effect at any time before the Covered Period (except for perishable goods), and copy of invoices, orders or purchase orders paid, and receipts, cancelled checks or account statements verifying eligible payments
 - o Covered worker protection expenditures: Copy of invoices, orders or purchase orders paid, and receipts, cancelled checks or account statements verifying eligible payments, and verification that expenditures were used to comply with COVID-19 guidance

This list of documents is not all-inclusive.