

Paycheck Protection Program
Document Checklist and Certifications

Start preparing NOW. Gather documents that provide proof of payment for allowable expenses under Paycheck Protection Program and be ready to make related certifications for the application.

For Employers with employees on payroll:

- Your previous 12 months of payroll and related expenses. All eligible expenses to be accounted for:**
 - Wages
 - Cash tips or equivalent
 - Commissions
 - Other forms of compensation _____
 - Health care benefits
 - Insurance
 - Payment for vacation, parental, family, medical, or sick leave
 - Payment of any retirement benefit
 - Payment of state or local tax assessed on the compensation of the employee

- For employers with tipped employees, additional wages paid to those employees:**
 - Employee Names: _____ \$ _____
 - Employee Names: _____ \$ _____
 - Add names as necessary.

EXCLUDED Payroll Costs:

- Compensation of an individual employee in excess of an annual salary of \$100,000, as prorated for the period February 15, to June 30, 2020
- Payroll taxes, railroad retirement taxes, and income taxes
- Any compensation of an employee whose principal place of residence is outside of the United States
- Qualified sick leave wages for which a credit is allowed under section 7001 of the Families First Coronavirus Response Act (Public Law 116– 5 127); or qualified family leave wages for which a credit is allowed under section 7003 of the Families First Coronavirus Response Act

For Sole Proprietors, Independent Contractors, and Self-Employed Individuals

- Proof of payments of any compensation or income of a sole proprietor or independent contractor that is:
 - A wage
 - Commission
 - Income
 - Net earnings from self-employment, or similar compensation and that is in an amount that is not more than \$100,000 in one year, as pro-rated for the covered period.

Other eligible expenses:

- Interest on the mortgage obligation incurred in the ordinary course of business**

- Interest on other debt obligations incurred previous to Feb. 15, 2020**

- Rent on a leasing agreement**
 - Copy of a current lease
 - Proof of rent paid

- Payments on utilities: Include bills and payments made for -**
 - Electricity
 - Gas
 - Water
 - Transportation
 - Telephone
 - Internet
 - Other _____

Be ready to commit to a good faith certification upon application:

- 1. The uncertainty of current economic conditions makes the loan request necessary to support ongoing operations

- 2. The borrower will use the loan proceeds to retain workers and maintain payroll or make mortgage, lease, and utility payments

- 3. Borrower does not have an application pending for a loan duplicative of the purpose and amounts applied for here

- 4. From Feb. 15, 2020 to Dec. 31, 2020, the borrower has not received a loan duplicative of the purpose and amounts applied for here (Note: There is an opportunity to fold emergency loans made between Jan. 31, 2020 and the date this loan program becomes available into a new loan).

If you are an independent contractor, sole proprietor, or self-employed individual, lenders will also be looking for certain documents (final requirements will be announced by the government) such as payroll tax filings, Forms 1099-MISC, and income and expenses from the sole proprietorship.