

## Loan Forgiveness Checklist:

### Completed Application:

Please confirm the Application is completed in its entirety as an Application with any blank fields will not be able to be submitted to the SBA Forgiveness Portal.

You will need the following information to help complete the application:

- SBA Loan Number - Found in the "Account No" box on their PPP Promissory note
- Lender PPP Loan Number - Is labeled as "Loan No" on their PPP Promissory Note.
- PPP Loan Disbursement Date – Date Loan Funds were actually disbursed also the start of your covered period.

Reminder to complete the following:

- Initialing next to each representation and certification
- Completing Schedule-A within the SBA Form 3508, not required if using SBA Form 3508EZ
- Signing and Dating the Application.

### Cover Letter:

Include a simple spreadsheet as a cover letter to your payroll report that explains how the supplemental documents tie to the payroll report. This report should be simple and easy to follow.

### Payroll Documentation:

Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:

- Third-party payroll service provider reports documenting the amount of cash compensation paid to employees.
- Internal payroll report and account statements documenting the amount of cash compensation paid to employees.
- Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:
  - Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and
  - State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
- 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.

**Please note, if Third-party payroll service includes federal and state payroll taxes, you do not need to provide b) Internal payroll; c) Tax Forms; and d) Payment receipts**

**If providing a) Third-party Payroll, submit one 3rd party payroll report that clearly ties to the Forgiveness Application. This report needs to include the name of your payroll company as well as the date ranges**

**Nonpayroll Documentation:**

Nonpayroll: Documentation verifying 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 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
- 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.

**Full Time Equivalent Employee: This information is not required if completing SBA Form 3508EZ**

Documentation showing (at the election of the Borrower):

- 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
- in the case of a 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.

**To assist both the ANB Bank and the SBA during the review process, please combine similar expense documentation into one attachment. Please clearly name your attachments to match of type the documentation provided.**

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