



Paycheck Protection Program Loan Forgiveness Documentation

PPP Loan Forgiveness Documentation

- ❑ ***BEFORE STARTING YOUR PPP LOAN FORGIVENESS APPLICATION, CONSIDER SELECTING A 24-WEEK FORGIVENESS PERIOD (RATHER THAN AN 8 WEEK FORGIVENESS PERIOD). THIS MAY SIMPLIFY YOUR APPLICATION PROCESS AND MINIMIZE THE DOCUMENTATION NEEDED FOR SUBMISSION.***
 - As you prepare to apply for forgiveness for your PPP loan, Sterling is providing a list of acceptable supporting documentation that must be included in your PPP Loan Forgiveness application and submitted through the online portal.
 - Review the list provided and collect documents that evidence use of the PPP loan funds for payroll-related expenses and, if needed, for mortgage interest or rent, or utility costs for the covered period.

- ❑ ***IF YOU USED ALL OF YOUR PPP FUNDS FOR PAYROLL-RELATED COSTS, YOU SHOULD NOT NEED TO PROVIDE ANY MORTGAGE INTEREST OR RENT OR UTILITY RELATED DOCUMENTATION.***
 - You do not need to provide ALL the documents we have listed. What you need to provide depends on how you used your PPP loan proceeds.

For questions regarding PPP Loan Forgiveness documentation listed or what's needed for you to complete your application, contact your Sterling Relationship Manager.

Payroll Costs

Document Name	Description	Additional Information
Payroll Evidence	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.	These include both payroll tax filings (or what will be reported) to the IRS (typically, Form 941), and state quarterly business and individual employee wage reporting and unemployment insurance tax filings (or what will be reported).
FTE Evidence of average number of FTE and the average weekly FTE during the Covered Period and as of 1/1/2020	Documentation showing the average number of full-time equivalent employees on payroll employed by the borrower on January 1, 2020 and the average weekly FTE during the covered period selected for purposes of completing PPP schedule A, line 11.	Documentation may include payroll tax filings or what will be reported, and state quarterly business and individual employee wage reporting and unemployment insurance tax filings or what will be reported.
Compensation to Owners Evidence of 2019 Owner(s) Compensation	Evidence of 2019 total compensation paid to owners. Documentation may include tax filings based on business type (e.g., K-1, 1040 Schedule C, etc.)	
Compensation to Owners Proof of Payment(s)	Evidence of compensation to each owner included in the compensation to owners amount on your forgiveness application	
Compensation to Owners Schedule A Line 9 supporting table	A table that lists the names of and payments to each owner-employee/self-employed individual/general partner	

Real Estate Costs

Document Name	Description
Mortgage Interest Evidence of Active before 2/15/2020	Amortization schedule or account statement evidencing obligations were effective prior to 2/15/2020
Mortgage Interest Evidence of Obligation(s)	Amortization schedule or account statements evidencing the amounts due (interest- portion) paid or incurred during the Covered Period
Mortgage Interest Proof of Payments(s)	Proof of payments made during the covered period, and one month following the covered period (if applicable)
Rent/Lease Evidence of Active before 2/15/2020	Lease agreement or Account statement evidencing obligations were effective prior to 2/15/2020
Rent/Lease Evidence of Obligation(s)	Lease agreements or account statements evidencing the amounts due that were paid or incurred during the Covered Period
Rent/Lease Proof of Payment(s)	Proof of payments made during the covered period, and one month following the covered period (if applicable)

Utility Costs

Document Name	Description
Electricity Evidence of Active before 2/15/20	Invoices evidencing utilities (electricity) were in service prior to 2/15/2020
Electricity Evidence of Service(s)	Invoices evidencing amounts due that were paid or incurred during the Covered Period
Electricity Proof of Payment(s)	Proof of payments made during the covered period, and within the next billing cycle after the Covered Period
Telephone Evidence of Active before 2/15/2020	Invoices evidencing utilities (telephone) were in service prior to 2/15/2020
Telephone Evidence of Service(s)	Invoices evidencing the amounts due that were paid or incurred during the Covered Period
Telephone Proof of Payment(s)	Proof of payments made during the covered period, and within the next billing cycle after the Covered Period
Internet Access Evidence of Active before 2/15/2020	Invoices evidencing utilities (internet access) were in service prior to 2/15/2020
Internet Access Evidence of Service(s)	Invoices evidencing the amounts due that were paid or incurred during the Covered Period
Internet Access Proof of Payment(s)	Proof of payments made during the covered period, and within the next billing cycle after the Covered Period