



PPP Loan Forgiveness Document Requirements - 11.20.20

DocMan Name	Form 3508 requirements	Form 3508EZ requirements	Form 3508S requirements	Descriptions/Comments
Application - Supporting Docs				
Form 3508EZ Forgiveness Application (to be completed through Loan Forgiveness Customer Portal)		X		EZ Loan Forgiveness Application
Form 3508 Forgiveness Application including Schedule A (to be completed through Loan Forgiveness Customer Portal)	X			Loan Forgiveness Application
Form 3508S Forgiveness Application (to be completed through Loan Forgiveness Customer Portal)			X	3508S Loan Forgiveness Application
Payroll Supporting Documentation				
Payroll Documentation	X	X	X	Bank account statements or third-party payroll service provider reports documenting proof of payment of the amount of cash compensation paid to employees. Although internal payroll registers do provide support for actual payroll costs, they do not provide proof of payment.
Owner's Compensation (if applicable)	X	X		If Owner's Compensation is included in the the overall payroll documentation, provide supporting information concerning adjustments to total payroll to account for PPP Program limits for Owners outlined on page 3 of the PPP - Loan Forgiveness Customer FAQ
Non-Owner Compensation (if applicable)	X	X		If there are any non-owner employees who received compensation in excess of program limits outlined on pages 2 and 3 of the PPP - Loan Forgiveness Customer FAQ, provide supporting information concerning those adjustments to total payroll.
Federal Tax Forms	X	X	X	Quarterly federal payroll tax forms (typically 941) employee wages reported OR will be reported. Quarterly federal payroll forms should be provided for all time periods "filed" year to date for 2020. In addition if payroll during the covered period extends into another quarter where federal tax filings have not yet been completed or filed, a period to date Draft of the federal tax filings through the end of the covered period utilized for eligible payroll should be provided. At all times, federal tax forms should overlap the actual covered period.
State and Local Tax Documentation	X	X	X	State and Local quarterly business payroll and unemployment tax insurance filings reported OR will be reported.
Healthcare Benefit Cost Documentation	X	X	X	Proof of payment (receipts, cancelled checks or account statements) documenting the amount of any employer paid group health care program costs for benefit of employees. This does not include the employee paid portion.
Retirement Plan Funding Documentation	X	X	X	Proof of payment (receipts, cancelled checks or account statements) documenting the amount of any employer paid retirement contributions for benefit of employees. This does not include the employee paid portion.
2019 Schedule C (if applicable)	X	X	X	2019 1040 Schedule C (Filed)
2019 Schedule F (if applicable)	X	X	X	2019 1040 Schedule F (Filed)
2019 Form 1065 Schedule K-1(s) (if applicable)	X	X	X	2019 IRS Form 1065 Schedule K-1(s) (Filed)
FTE Related Documentation				
FTE Documentation	X*	X**		*Average FTE employees per month employed by Borrower between 2/15/2019 - 6/30/2019 or between 1/1/2020 - 2/29/2020. **If seasonal employer, FTEs between 2/15/2019-6/30/2019; 1/1/2020-2/29/2020 or any consecutive 12 week period between 5/1/2019 - 9/15/2019. **EZ Application filers - the borrower must document its FTEs from January 1, 2020 through the end of its covered period. Supporting documentation may include 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.
Non Payroll Related Documentation				
Mortgage Interest Documentation	X	X	X	Copy of lender amortization schedule and receipts or cancelled checks verifying proof of eligible payments or lender account statements from 2/2020 and the months of the covered period through one month after the end of the covered period verifying interest paid. The principal portion and prepayments are not eligible for forgiveness.
Rent or Lease Payment Documentation	X	X	X	Copy of current lease agreement and receipts or cancelled checks verifying proof eligible payments or lessor account statements from 2/2020 and from covered period through one month after the end of the covered period. Limitations apply concerning affiliate/related party leases. Please refer to the Renasant Bank PPP - Loan Forgiveness Customer FAQ for more information.
Business Phone Statements	X	X	X	Copy of Business Phone statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period
Cable & Internet Statements	X	X	X	Copy of Cable & Internet statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
Electric Bill Statements	X	X	X	Copy of Electric Bill statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
Gas Bill Statements	X	X	X	Copy of Gas Bill statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
Misc. Utility Statements	X	X	X	Copy of Other Utility Bill statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
Water Bill Statements	X	X	X	Copy of Water statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
Transportation Related Cost Documentation	X	X	X	Copy of Transportation Utility Fees statement and receipts or cancelled checks verifying proof eligible payments for account statements from 2/2020 and from covered period through one month after the end of the covered period.
List of all Related/Affiliate Entities Receiving PPP Loans	X	X	X	List of all related/affiliated entities that have received or in process of receiving PPP loans.