



Plains
COMMERCE BANK

PPP Loan Forgiveness Checklist

The Checklist below should be provided, with checkmarks indicating the information has been provided, to ensure Plains Commerce Bank staff have a complete application prior to review. When completing your application and supporting documents, please be as organized as possible and only provide those documents that are required as this will improve the timeliness of your review. The checklist has been developed from Guidance from the SBA and the Treasury. As such, it is subject to change.

Name of person to contact with questions: _____

Phone Number: _____

Email Address: _____

Items Needed for All PPP Loans

Plains Commerce Bank Loan Forgiveness Checklist. Please include this completed checklist as the cover page for your PPP forgiveness application submission.

Completed Paycheck Protection Program Application (SBA Form 3508) to include the PPP Loan Forgiveness Calculation Form (pages 3-4 of application) and PPP Schedule A (page 6).

Non-Payroll Expense Supporting Documentation

Support for business interest payments. Be sure to only include interest amounts as principal reduction is not eligible. Documents should be as follows:

- Copy of Lender amortization schedule documenting interest amounts as well as support for payment via bank statement.
- Loan payment history from lender breaking out payments with interest amounts paid in the covered period.

Support for Business Rent or Lease expenses. Supporting documents can be as follows:

- Copy of current lease agreement showing lease was in place prior to 2/15/2020.
- If no formal lease, show bank statement prior to February showing lease payment.
- Proof of payment via canceled check, bank statement, or other documents during covered period.

Support for Business Utilities which can include electricity, gas, water, transportation, telephone, or internet services. Supporting documents should be as follows:

- Invoices from February showing service was in place during this period.
- Invoices and proof of payment via canceled check or bank statement.

Due to larger volume of bills and supporting documents that that could be associated with non-payroll expenses please be sure to have invoices totaled up on a spreadsheet documenting the amount on the loan forgiveness application.

Items Needed for Loans to Businesses with Multiple Employees

Check here if this does not apply to your business (skip to next section)

Please provide your calculation for total cash compensation to employees as they are shown on lines 1, 4, and 9 of Schedule A. Supporting documents should be as follows:

Third party payroll reports showing payroll paid during the covered period or alternative payroll period. This should include employee level detail as well as a summary. These reports can be on a per pay-period basis if unable to get over a period.

Reconciliation from lines 1, 4 and 9 to the supporting documents provided showing employees having over the maximum wage amount of \$15,385 per person.

Provide 2nd quarter IRS Form 941 if completed at the time of forgiveness application.

Support for employer health insurance contributions, employer retirement contributions, and state and local taxes.

Third party payroll reports that have the detail of the above noted items.

For retirement contributions, showing proof of payment via bank statement or contribution summary from 401k provider.

For health insurance provide invoice or benefit statement and proof of payment of balance. Be sure to show break out of employer vs employee contributions.

For state and local taxes, the third-party payroll reports will suffice and if 2nd quarter state unemployment filings are complete, these should be provided.

Support for the FTE calculations performed by the borrower.

At the election of the borrower, the FTE comparison period can be February 15, 2019 to June 30, 2019, January 1, 2020 to February 29, 2020, or if seasonal, any consecutive 12-week period between May 1, 2019 and September 15, 2019.

For seasonal employers, the average number of FTE employees on payroll per month between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive twelve-week period between May 1, 2019 and September 15, 2019.

Item of note, the selected time period above must correspond with the period used for completing PPP Schedule A, Line 11.

Support for the above selected reference period may include payroll tax filings reported, or that will be reported to the IRS (typically, Form 941). Documents submitted may cover periods longer than the specific time period.

Items Needed for Loans to Businesses with Owners Receiving Compensation

Check here if this does not apply to your business (skip to next section)

Support for the 2019 compensation levels of owner employees as well as partners. Also, support for cash compensation paid to employee owners during the covered period or alternative payroll covered period which agrees to line 9 on Schedule A.

For owner employees who receive a W-2, please provide the 2019 W-2 documenting the pay from 2019. For cash compensation paid during the covered period, this should be supported with previous payroll reports as requested above. Note that the amount available for forgiveness is limited to 8/52nds of the 2019 compensation.

For Partners in a partnership who receive a K-1 and not a W-2. Provide the 2019 K-1 and supporting calculation based off the income in box 14a for the covered period. This would be equal to 8/52nds of the 2019 compensation.

If multiple owners or partners, please prepare a small schedule summarizing each owner's information and provide amounts being put in box 9 of Schedule A.

Items Needed for Loans to Sole Proprietor's, Independent Contractors & Self-Employed Individuals

Check here if this does not apply to your business (skip to next section)

Please provide your calculation of payroll costs included in line 9 of Schedule A. This can be referred to as "Owner Compensation Replacement".

For owner compensation replacement, this amount is limited to 8/52nds of the net profit from Schedule C or Schedule F. Provide your Schedule C or F and supporting calculation of the amount to be included in box 9 of schedule A.

Take Schedule C or F and notate where any non-payroll costs being requested for forgiveness were recorded in 2019.

Other Items to be Retained but not Required to be Provided to Your Lender

There are several calculations and supporting documents that your lender does not need but must be maintained. These are outlined in the bottom of page 10 of the Forgiveness application. Also, all documents should be maintained for a minimum of 6 years after the date your loan is forgiven or paid in full.