

# PAYCHECK PROTECTION PROGRAM FORGIVENESS APPLICATION DOCUMENTATION GUIDE

**FOR USE WITH THE 3508EZ APPLICATION**

The following information has been compiled to help you gather the appropriate documentation in preparation for submitting an application for PPP loan forgiveness. The required documentation varies by business entity, so be sure to review this information closely.

Remember, if you received your PPP funding through Fidelity, you do not need to submit a paper application. Information about our online application will be sent to you.



Fidelity Bank, N.A. has compiled this information based on guidance provided by the Small Business Administration. Changes in the program by the SBA may result in different documentation requirements. Please contact your lender with any specific questions or concerns.

TYPE OF ENTITY	PAYROLL COSTS DOCUMENTATION REQUIRED	BUSINESS MORTGAGE INTEREST (REAL AND PERSONAL PROPERTY)	BUSINESS RENT OR LEASE PAYMENTS	BUSINESS UTILITY PAYMENTS
INDEPENDENT CONTRACTOR	2019 Schedule C or 2019 Personal Tax Return			
SOLE PROPRIETOR	2019 Schedule C To support owner's compensation- NO EXCEPTIONS For employee payroll costs - See requirements below			
LLC	If Single member, 2019 Schedule C. Otherwise, see requirements below			
PARTNERSHIPS AND LLCs WITH PARTNERS	Bank Account statements OR Third-party payroll service provider reports documenting the amount of cash compensation paid as salary/ guaranteed payments	Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from covered period OR Lender account statements from February 2020 and the months of the covered period though one month after the end of the covered period verifying interest amounts and eligible 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	Copy of invoices from February 2020 and those paid during the covered period and receipts, cancelled checks, or account statements verifying those eligible payments
CORPORATION (S OR C)	2019 K1s (Line 14a) for any ownership compensation of partners  Tax forms (or equivalent third-party service provider reports ) for the period(s) that overlapped the cover period or alternative covered period (941s, State Quarterly tax docs, SUTA forms)			
NON-PROFIT	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.			
UNIVERSITY/SCHOOL	If the borrower checked ONLY THE SECOND BOX on the EZ form Checklist, the average number of FTEs on payroll employed by the borrower on January 1, 2020 and at the end of the covered period			