

Y&G'S CLIENT CHECKLIST FOR APPLYING FOR PAYROLL PROTECTION PROGRAM LOAN FORGIVENESS

Client name: _____

Below, is a preliminary list of documents that we will need in order to start preparing your application for loan forgiveness. Additional documents may be requested in order to complete the application.

- A copy of the bank loan documents that you were required to sign.
- A copy of the original application submitted to your bank.
- The date that you received the loan proceeds: ____/____/____
- Did you also apply for an Economic Injury Disaster Loan (EIDL) from the Small Business Administration? If so, please provide:
The amount of the EIDL advance (not loan amount): \$ _____
Your EIDL loan number: _____

If you paid business mortgage interest payments:

- A copy of the lender's amortization schedule and receipts or cancelled checks (front and back) of payments made during or for the covered period.
- Or** lender statements for February 2020 and for the entire covered period.

If you paid business rent payments:

- A copy of the current lease agreement and receipts or cancelled checks (front and back) of payments made during or for the covered period
- Or** lessor statements for February 2020 and for the entire covered period.

If you paid for business utilities (electricity, gas, water, transportation, telephone or internet access):

- Copy of invoices for February 2020 and the entire covered period and receipts or cancelled checks (front and back) of payments made during or for the covered period.

If you contributed towards employees' health insurance or retirement plans:

- Receipts or cancelled checks (front and back) of **employer** paid health insurance or retirement contributions during or for the covered period
- Or** account statements showing amounts **employer** contributions during or for the covered period.

Note: Eligible costs must have been incurred during the covered period, but may be paid after the end of the covered period if paid on or before their next scheduled due date.

Covered period is either the 56 day (eight week) or 168 day (24 week) period beginning on the date you first received the PPP loan proceeds. Alternatively, for employers with a weekly or biweekly payroll processing schedule the covered period can begin on the first day of the payroll period beginning after the PPP loan proceeds were received and end 56 or 168 days later.

Note: Transportation costs include business fuel costs.

Guard against identity theft! When you need to send us confidential or personally identifying information we recommend that you use your free and secure NetClient web portal or mobile app instead of email.

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YOUMANS & GARDNER
Certified Public Accountants