



SBA Paycheck Protection Program What to Submit to One Bank of Tennessee

The Small Business Administration (SBA) and Treasury Department are requiring all lenders to collect the following documents related to every PPP loan to ensure they provide evidence to support the information provided on the forgiveness application.

Simply submit these documents to the bank at the same time you submit your forgiveness application.

- 1. SBA Forgiveness Application (3508, 3508EZ, or 3508S)**
 - a. Ensure all information has been filled out correctly.
 - b. Ensure all certifications have been initialed and the application has been signed and dated.

- 2. Payroll Documentation**
 - a. Depending on the complexity of your organization, you may provide copies of checks, bank statements, Form 941s for 2020 (payroll tax filing reports), third-party payroll service provider reports, QuickBooks, etc. for documentation for cash-compensation paid to employees.
 - b. Copies of checks, account statements, or payment receipts for any *employer contributions to employee health insurance*
 - c. Copies of checks, account statements, or payment receipts for any *employer contributions to employee retirement plans*

- 3. Business Mortgage Interest Payments**

(This documentation is only required if part of your PPP loan was used for this expense.)

 - a. Amortization schedule from your financial institution
 - b. Documentation showing payment was made (copies of checks, bank statements, payment receipts, etc.)

- 4. Business Rent/Lease Payments**

(This documentation is only required if part of your PPP loan was used for this expense.)

 - a. Rental/Lease Agreement to prove this was an existing expense prior to the PPP loan
 - b. Documentation showing payment was made (copies of checks, bank statements, payment receipts, etc.)

- 5. Business Utility Payments**

(This documentation is only required if part of your PPP loan was used for this expense.)

 - a. Copies of utility bills paid with PPP funds
 - b. January or February 2020 utility bills to prove this was an existing expense prior to the PPP loan
 - c. Documentation showing payment was made (copies of checks, bank statements, payment receipts, etc.)