

Payroll	Documentation required
Cash Compensation paid to employees <ul style="list-style-type: none"> Gross Wages & Salaries Gross Tips Gross Commissions Paid Leave Allowance for Separation or Dismissal 	Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees. AND Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period: <ul style="list-style-type: none"> Federal tax forms (filed or prepared but not yet filed), typically IRS Form 941 and State quarterly business and individual wage reporting and unemployment insurance filings.
Compensation to owner-employees, including self-employed, sole-proprietors, independent contractors, and general partners	Proof of 2020 compensation through covered period <ul style="list-style-type: none"> Third-party payroll service provider reports OR 2019 tax forms/schedules, including (as applicable): <ul style="list-style-type: none"> 2019 Form 1040 Schedule C for self-employed/sole proprietor/Independent Contractor (Non-Farmer) 2019 Form 1040 Schedule F for self-employed/sole proprietor/independent contractor (Farmer) 2019 Form 1065 including K-1s (partnerships)
Employee Benefits <ul style="list-style-type: none"> Employer contributions to health plans Employer contributions to retirement plans Employer payments of state & local payroll taxes 	Payments of state and local payroll taxes <ul style="list-style-type: none"> State and local quarterly business and individual wage reporting and unemployment insurance filings and/or (if applicable) Health and retirement contributions <ul style="list-style-type: none"> Account statements that reflect employer contributions/payment AND Payment receipts - Cancelled checks

Non Payroll	Documentation required
Business mortgage interest payments	<ul style="list-style-type: none"> Receipts or cancelled checks for payments made during the Covered Period and payments incurred during the Covered Period but paid after, AND Copy of lender amortization schedule OR <ul style="list-style-type: none"> Lender account statements from the months of the Covered Period through one month after the end of the Covered Period, AND Lender account statement inclusive of Feb. 15, 2020
Business rent or lease payments - rent paid to related parties is limited to the amount of mortgage interest expense paid by the lessor during the covered period	<ul style="list-style-type: none"> All lease account statements that reflect rent payments made during the Covered Period and rent incurred during the Covered Period but paid after, AND Lease account statement inclusive of Feb. 15, 2020 OR <ul style="list-style-type: none"> Cancelled checks to lessors or receipts for rent payments made during the covered period and rent incurred during the covered period but paid after, AND Lease agreement and lease extensions, signed prior to Feb. 15, 2020
Business utility payments	<ul style="list-style-type: none"> All invoices paid during the Covered Period and incurred during the Covered Period but paid after, AND Utility invoice inclusive of Feb. 15, 2020 AND proof of payment <ul style="list-style-type: none"> Cancelled checks, receipts or account statements for payments made to utility company during the Covered Period

Full time Equivalent (FTE) employee levels	Documentation required
Borrowers using Form 3508EZ If you selected only Box 2 in the Checklist—no reductions to FTEs, you must provide documentation for both of the following: <ul style="list-style-type: none"> average number of full-time equivalent employees on January 1, 2020 average number of full-time equivalent employees at the end of the covered period 	Tax documents: <ul style="list-style-type: none"> Federal tax forms (filed or prepared and not yet filed), typically IRS Form 941 AND State quarterly business and individual wage reporting and unemployment insurance filings
Borrowers using Form 3508 Must provide documentation for one of the following: <ul style="list-style-type: none"> the average number of FTE employees on payroll between February 15, 2019 and June 30, 2019 the average number of FTE employees on payroll between January 1, 2020 and February 29, 2020 seasonal businesses only: any consecutive twelve week period between May 1, 2019 and September 15, 2019. 	Tax documents: <ul style="list-style-type: none"> Federal tax forms (filed or prepared and not yet filed), typically IRS Form 941 AND State quarterly business and individual wage reporting and unemployment insurance filings
Borrowers using Form 3508S	No FTE documentation required