



## DOCUMENTATION CHECKLIST

### Please provide the following documents for forgiveness on your SBA PPP Loan:

*NOTE: If these documents are not in digital form, please take the time to scan these and get them ready for upload using an Adobe PDF, JPEG or PNG file format.*

**Payroll:** Documentation verifying the eligible cash compensation and non-cash benefit payments from the covered period, or the alternative payroll covered period, consisting of each of the following:

- \_\_\_\_\_ 1. Document SBA Form 3508S, 3508EZ, 3508 – PPP Loan Forgiveness Application (*completed on portal*).
- \_\_\_\_\_ 2. 2020 2<sup>nd</sup> and 3<sup>rd</sup> Quarter IRS Form 941 Payroll Records and State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.
  - a. If you use a payroll company, please provide the payroll reports provided from your provider documenting the amount of cash compensation paid to employees during the covered period.
  - b. If you handle payroll internally, please provide bank statements from accounts documenting the amount of cash compensation paid to employees during the covered period. \*If you used your MIDFLORIDA checking/savings account to handle the payroll, please provide the account numbers where funds were used from. We will retrieve copies of statements.  
Account # \_\_\_\_\_
- \_\_\_\_\_ 3. List of all employees to include name, employee identifier, and Year to Date compensation.

**Non-Payroll:** Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the covered period.

- \_\_\_\_\_ 1. Business mortgage interest, rent or lease payments: Copy of the lender amortization schedule, lease agreement and receipts or cancelled checks verifying eligible payments from the covered period; or lender account statements from February 2020 and the months of the covered period through one month after the end of the covered period verifying interest amounts and eligible payments.
- \_\_\_\_\_ 2. Business utility 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.

*NOTE: Please note that MIDFLORIDA is making a good faith effort in the Paycheck Protection Program, but the federal government is the ultimate authority relative to loan forgiveness associated with this credit.*

**MIDFLORIDA cannot guaranty that any/all of the funds will be forgiven**