



PPP LOAN APPLICATION FORM 3508EZ

Below is a checklist of required documents to be submitted with your PPP loan forgiveness application.

You will upload digital versions of these documents within the fillable PDF application. Please note: there is additional documentation that each borrower is to retain, but is not required to be submitted to the lender. That documentation is noted on page 4 of the PPP EZ Application Instruction Sheet.

- If you are a Schedule C, Schedule F, or a General Partner and have **no employees**, the following documentation is required:
 - Filed 2019 Schedule C, Schedule F, or Partnership K-1, whichever applies
 - Copy of filed 2019 tax document, if extended, copy of extension document
 - Completed and signed PPP Loan Forgiveness Calculation Form 3508EZ
- Payroll documentation verifying eligible cash and non-cash compensation during the selected Covered Period. Documents for cash compensation include:
 - Bank statements or third party processor reports
 - Calculations of the eligible expenses reported on your forgiveness application. **Please note:** our online application does not deliver Excel spreadsheets to us correctly. If you completed your calculations using Excel, please submit them to FNB using the Baracuda encrypted email process used in your initial loan application. If you need FNB to initiate the secure email process, please email sbahub@fnbsf.com to request a new secure email.
 - Tax forms for the periods that overlap the selected Covered Period, including Quarterly IRS Form 941 and Quarterly SUTA reports
- Payment receipts, canceled checks, or account statements that document the amount of employer-paid health insurance and/or retirement benefits
- If applicable (see page 4 of the EZ Instruction Sheet), documentation verifying the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020, and at the end of the Covered Period
- Documentation verifying the existence of obligations/services prior to February 15, 2020, and eligible payments from the Covered Period for business loan interest payments, rent/lease payments, and utility payments. Documents include:
 - Documentation of business loan interest payments: Copy of Amortization Schedule and receipts or canceled checks verifying payments, **OR** bank account statements from February 2020 through one month following the end of your Covered Period verifying interest amounts and payments
 - Documentation of business rent or lease payments: Copy of current lease agreement and receipts or canceled checks verifying eligible payments, **OR** lessor account statements verifying eligible payments from February 2020 and from the Covered Period through one month after the end of the Covered Period
 - Documentation of business utility payments: Copy of invoices from February 2020 and those paid during the Covered Period along with receipts, canceled checks, or account statements verifying eligible payments

