

Forgiveness Application Documents - For Businesses with Payroll and Employees

For your covered period of 8 weeks or 24 weeks

FTE and Payroll	May	Jun	Jul	Aug	Sep	Oct
Payroll Reports (<i>showing gross pay, taxes, and deductions for each employee</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Q1 2020		Q2 2020		Q3 2020	
Quarterly State Payroll Tax Filings: Unemployment Reporting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Quarterly Federal Payroll Filings: Form 941	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Rent, Lease, Mortgage & Utilities	May	Jun	Jul	Aug	Sep	Oct
Mortgage Interest Payments						
Business Rent or Lease Payments						
Copy of Lease Agreement (<i>lease date must be prior to February 15, 2020</i>)	<input type="checkbox"/>					
Check copy from the Bank Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Utility Payments	May	Jun	Jul	Aug	Sep	Oct
Electricity Services						
Copy of Bill/Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment (<i>cleared check copy or transaction shown in bank account</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Services	May	Jun	Jul	Aug	Sep	Oct
Copy of Bill/Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment (<i>cleared check copy or transaction shown in bank account</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Services	May	Jun	Jul	Aug	Sep	Oct
Copy of Bill/Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment (<i>cleared check copy or transaction shown in bank account</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Services	May	Jun	Jul	Aug	Sep	Oct
Copy of Bill/Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment (<i>cleared check copy or transaction shown in bank account</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Services	May	Jun	Jul	Aug	Sep	Oct
Copy of Bill/Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment (<i>cleared check copy or transaction shown in bank account</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Documentation						
Wage reduction paperwork (<i>if necessary</i>)	<input type="checkbox"/>					