



Certified Public Accountants  
5000 E. Spring Street Ste. 200  
Long Beach, CA 90815  
562.420.3100  
www.oniskoscholz.com  
Info@oniskoscholz.com

## **DOCUMENTS NEEDED TO ASSIST WITH PPP FORGIVENESS APPLICATIONS**

- 1) Loan Application Documents
  - a) All Documents prepared for the Initial PPP Loan, including the Loan Application
- 2) Loan Documents
  - a) All Loan Documents received from your lender
- 3) Payroll Documents
  - a) 3<sup>rd</sup> Party Service Provider Payroll Reports (or self-prepared Payroll Reports accompanied by Payroll Bank Account Statements)
  - b) Payroll Tax Filings, including Federal and State

### **IF APPLICABLE -**

- 1) For Non-Cash Compensation – Employee Health and Retirement Benefits
  - a) Statements verifying employer contributions to the plan(s)
  - b) Proof of payments
    - i) Bank Statements, canceled checks, etc.
- 2) For Non-Cash Compensation – State and Local Taxes
  - a) Quarterly State Payroll Tax Filings
  - b) Proof of payments
    - i) Bank Statements, canceled checks, etc.
- 3) Full-Time Equivalency Calculations and Payroll Documents
  - a) Proof verifying average number of FTE on January 1, 2020
    - i) 3<sup>rd</sup> Party Provided FTE Reports or Calculations with Payroll Backup
  - b) Proof verifying average number of FTE at the End of the Covered Period
    - i) 3<sup>rd</sup> Party Provided FTE Reports or Calculations with Payroll Backup
- 4) Non-Payroll Documents
  - a) Business Mortgage Interest
    - i) Proof of Existence of Mortgage prior to February 15, 2020
      - (1) Mortgage Statements or copy of amortization schedule
    - ii) Proof of Mortgage Interest
      - (1) Mortgage Statements or copy of amortization schedule
    - iii) Proof of payments
      - (1) Bank Statements, canceled checks, etc.
  - b) Business Lease/Rent
    - i) Proof of Lease Obligation prior to February 15, 2020
      - (1) Lease Agreement
    - ii) Proof of Lease Obligation during the Covered Period
      - (1) Lease Agreement

- iii) Proof of payments
  - (1) Bank Statements, canceled checks, etc.
- c) Business Mortgage Interest
  - i) Proof of Existence of Service prior to February 15, 2020
    - (1) Invoice, Bill, or Statement
  - ii) Proof of Existence of Service during the Covered Period
    - (1) Invoice, Bill or Statement
  - iii) Proof of payments
    - (1) Bank Statements, canceled checks, etc.

**If there are any questions on any of the items, you may contact:**

Brett W. Sterbens, CPA, CVA, CFE | Supervisor



5000 E. Spring Street Ste. 200 | Long Beach, CA 90815  
T 562.420.3100 x 231 | F 562.420.3232 | C 562.337.9068

**For other informative updates from O&S CPAs & Business Advisors, subscribe to our newsletter [here!](#)**