



Atlantic Capital[®]

PPP Forgiveness Application Requirements | [3508S](#) | [3508EZ](#) | [3508](#)

As you move into preparing to apply for forgiveness of your PPP loan, you will need to understand the different requirements for the three different forgiveness applications. As you plan for forgiveness, a good approach is to segregate your PPP funds from your normal operating account so that you have an easier accounting for the funds when applying for forgiveness. Remember that the forgiveness application is designed for you to provide proof of spending in accordance with PPP guidance.

Information Required on Application	Application Form Used		
	3508S	3508EZ	3508
✔ PPP loan is \$150,000 or less	✔		
✔ PPP funds distribution date	✔	✔	✔
✔ PPP funds received	✔	✔	✔
✔ Loan number	✔	✔	✔
✔ NAICS Code	✔	✔	✔
✔ Number of employees at loan application	✔	✔	✔
✔ Number of employees as forgiveness application	✔	✔	✔
✔ Covered Period	✔	✔	✔
✔ PPP funds spent on payroll costs	✔	✔	✔
✔ PPP funds spent on non-payroll costs <i>(interest, rent, utility, covered operations costs, covered property damage, covered supplier costs, covered PPE)</i>			✔
✔ Requested forgiveness amount	✔	✔	✔
✔ Schedule A and Schedule A Worksheet <i>(FTE reductions)</i>			✔
✔ Total salary/hourly wage reduction			✔
✔ Representations and Certifications			
▪ Complied with all program requirements	✔		
▪ Information provided is true and correct	✔		
▪ Did not reduce salaries OR		✔	
▪ Could not operate due to governmental shutdown guidance		✔	
▪ Did not reduce number of employees or hours		✔	
▪ Self-employed with no employees		✔	
✔ Borrower record retention requirements			
▪ Employment*	4 years	6 years	6 years
▪ All other**	3 years	6 years	6 years
✔ SBA may request additional information	✔	✔	✔

Required Documentation: Payroll Costs	Application Form Used		
	3508S	3508EZ	3508
✔ Payroll journals from your payroll processors or 941 showing payroll incurred for the period that includes 2/15/20	✔	✔	✔
✔ Covered Period payroll reports	✔	✔	✔
✔ Reference period payroll reports	✔	✔	✔
▪ 2/15/19 - 6/30/19	✔	✔	✔
▪ 1/1/20 - 2/29/20	✔	✔	✔
▪ 1/1/20 - 3/31/20	✔	✔	✔
✔ 941 Reports (<i>especially for in-house payroll</i>)	✔	✔	✔
✔ Support of SUTA or other state/local payroll taxes paid by employer	✔	✔	✔
✔ Evidence of EMPLOYER paid healthcare (<i>canceled check/ACH on bank statement</i>)	✔	✔	✔
✔ Evidence of EMPLOYER paid retirement (<i>canceled check/ACH on bank statement</i>)	✔	✔	✔
✔ Schedule A stratifying employees into three groups			✔
✔ FTE analysis and comparison for payroll reference periods			✔

Required Documentation: Non-Payroll Costs	Application Form Used		
	3508S	3508EZ	3508
✔ Evidence of interest, lease or utility established prior to 2/15/20 (<i>lease agreement, contract, utility bill covering 2/15/20, etc.</i>)	✔	✔	✔
✔ Invoice showing amount due for interest, lease or utility during covered period	✔	✔	✔
✔ Evidence of payment of invoice during covered period (<i>canceled check or ACH on bank statement</i>)	✔	✔	✔
✔ Purchase orders, vendor invoices and proof of payment of covered operations expenditures	✔	✔	✔
✔ Invoices and proof of payment for covered property damage costs	✔	✔	✔
✔ Invoices and proof of payment for covered supplier costs	✔	✔	✔
✔ Invoices and proof of payment for covered worker protection expenditures	✔	✔	✔

*Following submission of the forgiveness application, the borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for four years for employment records (*Covered Period payroll reports, 941s, bank statements, reference period payroll records, employer contributions to employee health care and retirement, etc.*)

**Following submission of the forgiveness application, the borrower must retain all records necessary to prove compliance with Paycheck Protection Program Rules for three years for all other records (*proof of establishment of lease and utility as of 2/15/20, proof of payment during covered period - canceled check, ACH on bank statement, etc.*)