

# PPP LOAN FORGIVENESS DOCUMENTATION

AS RECOMMENDED BY THE AICPA (4/29/20)

## PAYROLL TAX REPORTS

2020 IRS Forms 941, state income & unemployment tax returns that include the 8-week covered period. If your org. contracts with a payroll provider, you can supply other docs, such as reports reflecting employment tax returns filed.

## COMPENSATION & FTES

Payroll reports which include the following:

- Gross wages for each employee for
  - During the 8-week period
  - During most recent full quarter before the 8-week period
- Any employees who received annualized pay of more than \$100K during 2019 or primarily reside outside of US...

(Compensation & FTES con'td)...

- State & local employer taxes assessed on an employee's compensation during the 8-week period
- Avg. number of FTEs /month for the following:
  - During the 8-week period
  - Feb. 15 through June 30, 2019
  - Jan. 1 through Feb. 29, 2020
  - (Seasonal Businesses use Feb. 15, 2019 through June 30, 2019)

## GROUP HEALTHCARE BENEFITS

Docs showing total costs paid for all health care benefits, including insurance premiums paid by the org. under a group health plan.

- Include all employees & company owners.
- Do not include employee withholdings for their portion of contributions to the plan.

## RETIREMENT BENEFITS

Docs showing the sum of all retirement plan funding costs paid by the org.

- Include funding for all employees & company owners.
- Do not include employee withholdings for their portion of contributions to the plan.

## OTHER DOCS

Canceled checks, receipts, account statements or other documentation of payment for other eligible costs incurred and paid during the covered period such as mortgage interest, lease payments, utility payments.