

3508 EZ Application Document Checklist

IMPORTANT: The required documentation you will submit varies by business type. Failure to supply this information will delay our ability to review your application and may result in your application not being forgiven.

CASH COMPENSATION REQUIRED DOCUMENTATION	
Legal Entity Type	Required Documentation
<input type="checkbox"/> Sole proprietors <input type="checkbox"/> Single-member LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual	<input type="checkbox"/> Bank account statements <input type="checkbox"/> Third-party payroll service provider reports <input type="checkbox"/> Schedule C or Schedule F from 2019 tax return or draft that will be filed with 2019 tax return
<input type="checkbox"/> Partnerships <input type="checkbox"/> LLC's filing as partnerships	<input type="checkbox"/> Bank account statements <input type="checkbox"/> Third-party payroll service provider reports <input type="checkbox"/> K-1's from 2019 tax return (or draft that will be filed with 2019 tax return) for all partners or members whose compensation is included in forgiveness amount
<input type="checkbox"/> S -Corp <input type="checkbox"/> 501(c)(3) non-profit <input type="checkbox"/> 501(c)(19) veterans owned organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act)	<input type="checkbox"/> Bank account statements; or <input type="checkbox"/> Third-party payroll service provider reports; and <input type="checkbox"/> K-1's from 2019 tax return (or draft that will be filed with 2019 tax return) and 2019 W-2's for all stockholders whose compensation is included in forgiveness amount
<input type="checkbox"/> C-Corp	<input type="checkbox"/> Bank account statements; or <input type="checkbox"/> Third-party payroll service provider reports; and <input type="checkbox"/> 2019 W-2's for all stockholders whose compensation is included in forgiveness amount
<input type="checkbox"/> Additional documents required for all entity types	<input type="checkbox"/> Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and <input type="checkbox"/> State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state
NON-CASH COMPENSATION REQUIRED DOCUMENTATION	
<input type="checkbox"/> Non-cash compensation payroll expenses	<input type="checkbox"/> Payment receipts, <input type="checkbox"/> Cancelled checks, or <input type="checkbox"/> Account statements
<input type="checkbox"/> Full-time Equivalents (FTE's)	<input type="checkbox"/> Only if the borrower is checking the second box on page 1 of Form 3508EZ , then borrower must provide documents evidencing FTE's as of the dates shown to the right, such as: <input type="checkbox"/> Payroll tax filings reported to the IRS (typically, Form 941), or <input type="checkbox"/> State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state. <input type="checkbox"/> Documents submitted may cover periods longer than the specific time period.
NON-PAYROLL REQUIRED DOCUMENTATION	
<input type="checkbox"/> Business mortgage interest payments:	<input type="checkbox"/> Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or <input type="checkbox"/> Lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments
<input type="checkbox"/> Business rent or lease payments:	<input type="checkbox"/> Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or <input type="checkbox"/> Lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
<input type="checkbox"/> Business utility payments:	<input type="checkbox"/> Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.