

# REQUIRED DOCUMENTATION CHECKLIST

## PAYROLL COST DOCUMENTATION SHOWING PROOF OF PAYMENT

- BANK STATEMENTS OR THIRD PARTY PAYROLL PROVIDOR REPORTS
- QUARTERLY TAX FORMS,
  - PAYROLL TAX FILING REPORTED TO THE IRS FOR THE QUARTER(S) THAT OVERLAP YOUR COVERED PERIOD **AND**
  - STATE QUARTERLY BUSINESS AND EMPLOYEE WAGE AND UNEMPLOYMENT TAX FILINGS FOR THE QUARTER(S) THAT OVERLAP YOUR COVERED PERIOD
- PAYMENT RECEIPTS OR ACCOUNT STATEMENTS SHOWING PROOF OF EMPLOYER CONTRIBUTION TO HEALTH INSURANCE OR RETIREMENT PLANS, IF APPLICABLE

## NONPAYROLL COST DOCUMENTATION SHOWING OBLIGATION AND PROOF OF PAYMENT FOR BOTH THE COVERED PERIOD AND A PERIOD PRIOR TO FEBRUARY 15,2020

- BUSINESS MORTGAGE INTEREST PAYMENTS
  - AMORTIZATION SCHEDULE OR LENDER ACCOUNT STATEMENTS AND RECEIPTS OR CANCELLED CHECKS VERIFYING PAYMENTS
- BUSINESS RENT AND LEASE PAYMENTS
  - COPY OF THE CURRENT LEASE AGREEMENT AND RECEIPTS OR CANCELLED CHECKS VERIFYING ELIGIBLE PAYMENTS
- BUSINESS UTILITY PAYMENTS
  - COPY OF INVOICES AND RECEIPTS, CANCELLED CHECKS, OR ACCOUNT STATEMENTS VERIFYING ELIGIBLE PAYMENTS

## IF YOU ARE APPLYING WITH THE STANDARD APPLICATION YOU MUST ALSO SUBMIT FTE DOCUMENTATION SHOWING THE AVERAGE NUMBER OF FTEs ON PAYROLL BETWEEN:

- FEBRUARY 15, 2019 AND JUNE 30, 2019 **OR**
- JANUARY 1, 2020 AND FEBRUARY 29,2020 **OR**
- FOR SEASONAL EMPLOYERS, EITHER OF THE PERIODS ABOVE, OR A CONSECUTIVE 12 WEEK PERIOD BETWEEN MAY 1, 2019 AND SEPTEMBER 15, 2019

**PLEASE SEE THE APPLICATION INSTRUCTIONS FOR ADDITIONAL INFORMATION**