

# Supporting Documentation

Required documents will vary by your business type; however, within the application process, you will be required to complete these pages. Documents must be in pdf, Word, Excel or JPEG to upload; with a combined maximum of 25MB.

**Fulton Bank** Paycheck Protection Program Loan Forgiveness Application

Getting Started ✓  
 Business Information ✓  
 PPP Loan Details ✓  
 3508EZ Eligibility ✓  
 EZ Expenses ✓  
 Summary ✓  
**Supporting Documents** ▶

### Supporting Documents

**IMPORTANT INFORMATION REGARDING SUPPORTING DOCUMENTS**

Borrower is required to submit supporting documents as well as maintain additional documents for your records. Please read the supporting documents requirements below and acknowledge you understand supporting documents are required. On the following page, you will be asked to upload the required supporting documents.

As stated in SBA Form 3508 and 3508EZ instructions:

\*All records relating to the Borrower's PPP loan, including documentation submitted with its PPP loan application, documentation supporting the Borrower's certifications as to the necessity of the loan request and its eligibility for a PPP loan, documentation necessary to support the Borrower's loan forgiveness application, and documentation demonstrating the Borrower's material compliance with PPP requirements. The Borrower must retain all such documentation in its files for six years after the date the loan is forgiven or repaid in full, and permit authorized representatives of SBA, including representatives of its Office of Inspector General, to access such files upon request.\*

**Documents that Each Borrower Must Submit with its PPP Loan Forgiveness Application Form 3508EZ**

Payroll	FTE	Non-Payroll
Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:		
a. Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.		
b. Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period: <ul style="list-style-type: none"> <li>i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and</li> <li>ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.</li> </ul>		
c. Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).		

**Documents that Each Borrower Must Maintain but is Not Required to Submit**

I understand Supporting Documents are required.

**Fulton Bank** Paycheck Protection Program Loan Forgiveness Application

Getting Started ✓  
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 Supporting Documents ✓  
**Upload Documents** ▶

### Upload Documents

Upload Supporting documents for your PPP Loan Forgiveness Expenses.

**Payroll & Owner-Employee/Self-Employed/General Partner Compensation**

Expense Type	Description	Upload
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Upload"/>

**Non-Payroll Expenses**

Expense Type	Description	Upload
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Upload"/>

**Next** >>

We've developed a list of documents by business type that we think you will find helpful as you prepare to apply, one if for the EZ Application while the other pertains to the Standard Application.

## 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.

FORM 3508EZ CASH COMPENSATION REQUIRED DOCUMENTATION Please provide documentation that corresponds to your entity type and supply additional required documents for any business entity		
Legal Entity Type	Required Documentation	Purpose
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for owner.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period
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	Used by your PPP Lender to certify the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
<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 FTEs 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.	<input type="checkbox"/> Only if the borrower is checking the second box on page 1 of Form 3508EZ, this is used by your PPP Lender to certify: 1. The average number of FTE employees on payroll on January 1, 2020; and 2. The average number of FTE employees on payroll at the end of the Covered 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 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.	Used by your PPP Lender to verify the existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.
<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.	

## Standard Application 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		
Please provide documentation that corresponds to your entity type and supply additional required documents for any business entity		
Legal Entity Type	Required Documentation	Purpose
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for owner.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees. Confirm eligible cash compensation for all owners.
<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	Used by your PPP Lender to certify the amount of cash compensation paid to employees Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period
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	Used by your PPP lender to certify the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).
<input type="checkbox"/> Full-time Equivalents (FTE's)	<input type="checkbox"/> Documents evidencing FTE's during the borrower's chosen reference period 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.	Used by your PPP lender to certify 3. The average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; or 4. The average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; or 5. In the case of a seasonal employer, select any consecutive 12-week period between May 1, 2019 and September 15, 2019.
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 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.	Used by your PPP Lender to verify the existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period.
<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.	