

DOCUMENTATION REQUIREMENTS

You will need to provide detailed documentation verifying the **costs you claim** and showing the **number of full-time equivalent employees** during the Covered Period / Alternative Payroll Covered Period as well as a reference period.

PNC will review your application multiple times to determine accuracy. To support the review process, please highlight the key figures in the documentation.

We encourage indicating which **specific figures** are used in the materials provided. This may be done by **highlighting** or **circling** any **relevant information** before documents are uploaded to the Forgiveness Portal.

What you will need:

- **Cash compensation to employees:**
 - Third-party payroll service provider reports covering the loan period
 - OR**
 - Bank account statements verifying the claimed amount
 - AND**
 - IRS payroll tax filings, typically Form 941 (reported or that will be reported)
 - State quarterly business and individual employee wage reporting and unemployment insurance tax filings (reported or that will be reported)
- **Employer contributions for health insurance:** Payment receipts, cancelled checks or account statements verifying the claimed amount
- **Employer contribution for retirement plans:** Payment receipts, cancelled checks or account statements verifying the claimed amount
- **Average Number of Full-time Equivalency (FTE) Employees during the reference period**
(February 15, 2019 to June 30, 2019 or January 1, 2020 to February 29, 2020 or for seasonal employers may reference any consecutive 12 week period between May 1, 2019 and September 15, 2019):
 - Third-party payroll service provider reports covering the reference period
 - OR**
 - IRS payroll tax filings, typically Form 941 (reported or that will be reported) for the reference period
 - AND**
 - State quarterly business and individual employee wage reporting and unemployment insurance tax filings (reported or that will be reported) for the reference period
- **Business mortgage interest payments:**
 - Lender account statements for February 2020 and for the months of the Covered Period plus the month following the end of the Covered Period
 - OR**
 - Lender amortization schedule
 - Payment receipts or cancelled checks verifying the claimed interest payments

➤ **Business rent or lease payments:**

- Lessor account statements for February 2020 and for the months of the Covered Period plus the month following the end of the Covered Period

OR

- Lease agreement
- Payment receipts or cancelled checks verifying the claimed payments

➤ **Business utility payments:**

- Utility invoices for February 2020 and those paid during the Covered Period
- Payment receipts, cancelled checks or account statements verifying the claimed payments

The documentation you submit must fulfill the following criteria:

- **Business Association:** Documents must contain information which will allow for association with your business
- **Time Period Coverage:** Submitted documents must cover the full time period as requested
- **Amount Matching:** Documented amounts must match the claimed amount

In addition to the documentation you must submit, you will have to retain the following documents for six years after the date of loan forgiveness or repaid in full and produce them to the SBA upon request:

- A completed [Schedule A Worksheet](#) or equivalent (i.e. a forgiveness report from your payroll service provider showing the worksheet figures)
- Documentation supporting the listing of each individual employee in Table 1 of the Schedule A Worksheet (including the "Salary/Hourly Wage Reduction" calculation, if applicable)
- Documentation supporting the listing of each individual employee in Table 2 of the Schedule A Worksheet (specifically, that each listed employee received compensation at an annualized rate of more than \$100,000 during any single pay period in 2019)
- Documentation regarding any employee job offers and refusals, to accept restoration of reductions in hours, firings for cause, voluntary resignations, written requests by any employee for reductions in work schedule, and any inability to hire similarly qualified employees for unfilled positions on or before December 31, 2020.
- Documentation supporting the certification, if applicable, that the Borrower was unable to operate between February 15, 2020, and the end of the Covered Period at the same level of business activity as before February 15, 2020 due to compliance with requirements established or guidance issued between March 1, 2020 and December 31, 2020 by the Secretary of Health and Human Services, the Director of the Centers for Disease Control and Prevention, or the Occupational Safety and Health Administration, related to the maintenance of standards of sanitation, social distancing, or any other work or customer safety requirement related to COVID-19. This documentation must include copies of the applicable requirements for each borrower location and relevant borrower financial records.
- Documentation supporting the PPP Schedule A Worksheet "FTE Reduction Safe Harbor 2."