

Revised February 23, 2021

PAYCHECK PROTECTION PROGRAM FORGIVENESS DOCUMENTATION: FORM 3508

Under current Small Business Administration (SBA) guidelines for the Paycheck Protection Program (PPP), you will be required to submit documentation supporting your request for loan forgiveness (e.g., cancelled checks, account statements, payroll records) along with your completed application.

Required documentation

These documents must be uploaded into the U.S. Bank loan forgiveness portal as part of the forgiveness



Payroll cost

Documents that may fulfill the requirement

Cash compensation in total and to individual employees paid or incurred

Third-party payroll service provider report

Or if you do not provide a third-party payroll service provider report:

Bank account statements

AND any of the following federal tax documents:

IRS Form 941

IRS Form W-2 and IRS Form W-3 in place of IRS Form 941

IRS Form 943 or 944 in place of IRS Form 941

Non-payroll costs

Documents that may fulfill the requirement

Business mortgage interest paid or incurred during the co

Non-payroll costs

Documents that may fulfill the requirement

Business utility expenses paid or incurred during the covered period

Utility account statements:

Statements that reflect payments paid to the utility company during the covered period

Statement that reflects payment for utility incurred during the covered period and paid one month after the covered period ends

Account statement emSe-77ua.9(em)-.2 (y)20.2020 (od)JTJ 0 Tc 0 Tw ()Tj EMC /P <</M22D 19 >>BDcn /TT2 1 3