



PPP DOCUMENTATION CHECKLIST

Application Items Needed

The following items are required in connection with an application for financing under the Paycheck Protection Program:

- Application.** Fully completed Paycheck Protection Program Application Form (SBA Form 2483).
- Employee/Payroll Costs.** Documentation showing applicant's U.S. domiciled employees and associated payroll costs, including the following (as applicable):
 - 2019 IRS Quarterly 940, 941, or 944 payroll tax reports.
 - Payroll register for the preceding 12 months showing applicant's costs for each employee for the following items: (a) salary, wages, commission, or similar compensation; (b) cash tips or equivalent; (c) payment for vacation, parental, family, medical, or sick leave; (d) allowance for separation or dismissal; (e) payment of any retirement benefit; and (f) payment of state and local tax assessed on compensation of employees.
 - Documentation showing applicant's total cost for the provision of employee group healthcare coverage (including insurance premiums) for the preceding calendar year.
 - Documentation showing the total amount of applicant's payments for employee retirement benefits during the preceding calendar year.
 - If applicant is an independent contractor or sole proprietor, applicant's 1099-MISCs for 2019 and such other documentation as is necessary to establish the applicant as eligible for the program (e.g. payroll tax forms showing payments for wages, commissions, income, or net earnings from self-employment or similar compensation).
- Entity Documents (If Applicable).** If an entity, the applicant's entity documents (e.g. articles of incorporation, articles of organization, partnership agreement, trust documents, statement of information, etc.) – Not required if applicant is an existing customer of Pacific Premier Bank who has provided its entity documents to the bank within the last four years.
- Hospitality or Restaurant (If Applicable).** If applicant is in the hospitality or restaurant business and has multiple locations, documentation evidencing the applicant's employee and payroll information for each location (see *Employee/Payroll Costs* above).

8 Weeks After the Funding – verification of funds used

- Payroll summary report with corresponding bank statement or cancelled check copies of payroll
- Copy of mortgage statement with corresponding evidence of payment (only interest covered for the eligible use)
- Copy of lease with corresponding evidence of payment
- Utility bills with corresponding evidence of payment
- Certification that the documents are true and correct and that the amount of funds requested for forgiveness were used to keep employees and make eligible mortgage interest, rent, and utility payments.

***IF YOU DO NOT PROVIDE ABOVE DOCUMENTATION OR USED FUNDS FOR OTHER PURPOSES, REPAYMENT WILL BE REQUIRED. REPAYMENT IS ALSO REQUIRED IF YOU DO NOT MAINTAIN YOUR STAFF AND PAYROLL.**