



## Paycheck Protection Program Loan Forgiveness Checklist (\$50,000 or Less) October 2020

This document was developed specifically for First PREMIER Bank borrowers with Paycheck Protection Program (PPP) loans of \$50,000 or less. To ensure your forgiveness application is reviewed and processed in a timely manner, please complete by checking the appropriate boxes. This checklist should be used as your forgiveness submission cover page. Please note, this checklist is based upon guidance from the Small Business Association (SBA) and the U.S. Department of Treasury. As such, it is subject to change.

Contact Person at your business or organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Required for All Paycheck Protection Program Loans \$50,000 or Less

As a first step, please review the Loan Forgiveness Application Form 3508S Instructions [CLICK HERE](#)

- First PREMIER Bank PPP Loan Forgiveness Checklist. Please include this completed checklist as the cover page for your PPP forgiveness application submission.
  
- SBA Form 3508S [CLICK HERE](#)
  
- Supporting Documents
  - Eligible Businesses and Non-Profits with Employees
    - Payroll: Bank Account or Payroll Statements for Covered Period
    - Payroll: 2nd and/or 3rd Quarter IRS Form 941 (if completed at time of application).
    - Non-Payroll: Documentation verifying the existence and payments of services  
(See 3508S Instructions for more detail)
  - Eligible Individuals who are Self-Employed, Independent Contractors or Operate as Sole Proprietors
    - Bank Statements from the Covered period for the account PPP funds were deposited into. If funds were deposited into a First PREMIER Bank account, we have your statements on file.

