



## PPP Funds Documentation Guide

<p style="text-align: center;"><b>Documentation</b></p> <p>We expect that you will need to provide:</p> <ul style="list-style-type: none"><li>• Copy of operating bank statement page with the deposit circled</li><li>• Copy of operating bank statement page with the transfer OUT circled</li><li>• Copy of new bank statement page with the transfer IN circled</li><li>• Bank document showing new bank account name, account number and routing number</li><li>• Signed lease agreement for office space</li><li>• Monthly rent invoice</li><li>• Monthly utility bill(s) for your office location</li><li>• Payroll tax documents/tax returns</li><li>• Copy of invoice for payroll related insurance (worker's compensation and employee disability)</li><li>• Copy of invoice from health insurance provider</li><li>• Signed document electing employee benefit</li><li>• Copy of employee benefit supporting documents: pension plan, health insurance</li><li>• Copies of bank statements for April, May and June</li><li>• Copies of cancelled checks for all covered expenditures</li></ul>	<p style="text-align: center;"><b>About</b></p> <p>You should be prepared to explain any...</p> <ul style="list-style-type: none"><li>• Changes in pay rates</li><li>• Employee substitutions</li><li>• New hires</li><li>• Changes in employee duties</li><li>• Changes in employee status (from full time to part time etc.)</li><li>• Changes in employee titles</li></ul>
<p style="text-align: center;"><b>Funds</b></p> <ul style="list-style-type: none"><li>• Funds should not be comingled so that these specific funds and their use can be easily traced.</li><li>• Open a new bank account under your business name</li><li>• Use this account only for PPP approved types of expenses</li><li>• Direct appropriate automatic withdrawals to this bank account</li><li>• Direct your payroll service provider to withdraw funds from this bank account</li></ul>	<p style="text-align: center;"><b>Timing</b></p> <ul style="list-style-type: none"><li>• Starting using these funds within 10 days of funding</li><li>• Spend this fund down to \$0 within 8 weeks</li></ul>

This is a guide; please be sure to check with us if you are unsure the expenditure represents an appropriate expense under this program.