



## C-CORPORATIONS BORROWER CHECKLIST FOR EZ APPLICATION

Information Required	Description
<b>Lender PPP Loan Number</b>	This will be automatically populated when you begin your loan forgiveness application.
<b>PPP Loan Amount</b>	This is the disbursed principal amount of the PPP loan (the total loan amount you received from Fifth Third Bank).
<b>Employees at Time of Loan Application</b>	This is the number of employees your company had at the time of the loan application
<b>Employees at Time of Forgiveness Application</b>	This is the number of employees your company had at the time of the application for forgiveness.
<b>PPP Loan Disbursement Date</b>	This is the date that you received the PPP loan proceeds from the Fifth Third Bank. If loan proceeds were received on more than one date, this is the first date on which you received PPP loan proceeds.
<b>EIDL Advance Amount</b>	If you received an Economic Injury Disaster Loan (EIDL) advance, this is the amount you received.
<b>EIDL Application Number</b>	If you applied for an EIDL, you will need to provide the EIDL application number.
<b>Payroll Schedule</b>	Weekly, Biweekly (every other week), Twice a month, Monthly or there will be a spot for "Other"
<b>Covered Period</b>	<p>This is either</p> <ol style="list-style-type: none"> <li>the 24-week (168-day) period beginning on the PPP Loan Disbursement Date, or</li> <li>if the loan received an SBA loan number before June 5, 2020, the Borrower may elect to use an eight-week (56-day) Covered Period.</li> </ol> <p>For example, if the Borrower is using a 24-week Covered Period and received its PPP loan proceeds on Monday, April 20, the first day of the Covered Period is April 20 and the last day of the Covered Period is Sunday, October 4. In no event may the Covered Period extend beyond December 31, 2020.</p>
<b>Alternative Payroll Covered Period</b>	<p>For administrative convenience, Borrowers with a biweekly (or more frequent) payroll schedule may elect to calculate eligible payroll costs using the 24-week (168-day) period that begins on the first day of their first pay period following their PPP Loan Disbursement Date (the "Alternative Payroll Covered Period"). This election is also available for borrowers who elect to use the 8-week (56-day) period. For example, if the Borrower received its PPP loan proceeds on Monday, April 20, and the first day of its first pay period following its PPP loan disbursement is Sunday, April 26, the first day of the Alternative Payroll Covered Period is April 26 and the last day of the Alternative Payroll Covered Period is Saturday, October 10 (or Saturday, June 20, if using the 8-week period). Borrowers who elect to use the Alternative Payroll Covered Period must apply the Alternative Payroll Covered Period wherever there is a reference in the application to "the Covered Period or the Alternative Payroll Covered Period." However, Borrowers must apply the Covered Period (not the Alternative Payroll Covered Period) wherever there is a reference in this application to "the Covered Period" only. In no event may the Alternative Payroll Covered Period extend beyond December 31, 2020.</p>

## C-CORPORATIONS BORROWER CHECKLIST FOR EZ APPLICATION

Information Required	Description
<p><b>Total eligible costs</b></p>	<p>Eligible Costs for Loan Forgiveness:</p> <ol style="list-style-type: none"> <li>1. Eligible payroll costs. Borrowers are generally eligible for forgiveness for the payroll costs paid and payroll costs incurred during the 24-week (168-day) or 8-week (56-day) Covered Period (or Alternative Payroll Covered Period) (“payroll costs”). Payroll costs are considered paid on the day that paychecks are distributed or the Borrower originates an ACH credit transaction. Payroll costs are considered incurred on the day that the employee’s pay is earned. Payroll costs incurred but not paid during the Borrower’s last pay period of the Covered Period (or Alternative Payroll Covered Period) are eligible for forgiveness if paid on or before the next regular payroll date. Otherwise, payroll costs must be paid during the Covered Period (or Alternative Payroll Covered Period). For each individual employee, the total amount of cash compensation eligible for forgiveness may not exceed an annual salary of \$100,000, as prorated for the Covered Period. Count payroll costs that were both paid and incurred only once.</li> <li>2. Eligible non-payroll costs. Non-payroll costs eligible for forgiveness consist of:               <ol style="list-style-type: none"> <li>(a) covered mortgage obligations: payments of mortgage interest (not including any prepayment or payment of principal) on any business mortgage obligation on real or personal property incurred before February 15, 2020 (“business mortgage interest payments”);</li> <li>(b) covered rent obligations: business rent or lease payments pursuant to lease agreements for real or personal property in force before February 15, 2020 (“business rent or lease payments”); and</li> <li>(c) covered utility payments: business payments for a service for the distribution of electricity, gas, water, telephone, transportation, or internet access for which service began before February 15, 2020 (“business utility payments”).</li> </ol> <p>An eligible non-payroll cost must be paid during the Covered Period or incurred during the Covered Period and paid on or before the next regular billing date, even if the billing date is after the Covered Period. Eligible non-payroll costs cannot exceed 40% of the total forgiveness amount. Count non-payroll costs that were both paid and incurred only once.</p> </li> </ol>
<p><b>Payroll</b></p>	<p>Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period or the Alternative Payroll Covered Period consisting of each of the following:</p> <ol style="list-style-type: none"> <li>(a) Bank account statements or third-party payroll service provider reports documenting the amount of cash compensation paid to employees.</li> <li>(b) Tax forms (or equivalent third-party payroll service provider reports) for the periods that overlap with the Covered Period or the Alternative Payroll Covered Period:               <ol style="list-style-type: none"> <li>i. Payroll tax filings reported, or that will be reported, to the IRS (typically, Form 941); and</li> <li>ii. State quarterly business and individual employee wage reporting and unemployment insurance tax filings reported, or that will be reported, to the relevant state.</li> </ol> </li> <li>(c) Payment receipts, cancelled checks, or account statements documenting the amount of any employer contributions to employee health insurance and retirement plans that the Borrower included in the forgiveness amount (PPP Schedule A, lines (6) and (7)).</li> <li>(d) If the Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period, the average number of full-time equivalent employees on payroll employed by the Borrower on January 1, 2020 and at the end of the Covered Period.</li> </ol>



## C-CORPORATIONS BORROWER CHECKLIST FOR EZ APPLICATION

Information Required	Description
<b>Business Mortgage Interest Payments (any mortgage obligation on real or business use personal property).</b>	Eligible costs relate to agreements in force prior to Feb. 15, 2020. Do not include prepayments. Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments from the Covered Period; or lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.
<b>Business Rent or Lease Payments (real or business use personal property)</b>	Eligible costs relate to agreements in force prior to Feb. 15, 2020. Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; or lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.
<b>Business Utility Payments (business utilities).</b>	Eligible costs relate to agreements in force prior to Feb. 15, 2020. Copy of invoices from February 2020 and those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.
<b>Non-payroll</b>	<p>The two types of evidence required for non-payroll costs are (1) documentation verifying existence of the obligations/services prior to February 15, 2020 <b>AND</b> (2) eligible payments from the Covered Period.</p> <p>(a) Business mortgage interest documentation</p> <ol style="list-style-type: none"> <li>(1) Documentation for verifying existence prior to February 15, 2020 includes a copy of the lender amortization schedule or lender account statements from February 2020</li> <li>(2) Documentation for eligible payments during the Covered Period includes receipts or cancelled checks and Lender account statements from February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments</li> </ol> <p>(b) Business rent or lease payments documentation</p> <ol style="list-style-type: none"> <li>(1) Documentation for verifying existence prior to February 15, 2020 includes a copy of current lease agreement or lessor account statements from February 2020</li> <li>(2) Documentation for eligible payments during the Covered Period includes receipts or cancelled checks or lessor account statements from the Covered Period through one month after the end of the Covered Period.</li> </ol> <p>(c) Business utility payment documentation</p> <ol style="list-style-type: none"> <li>(1) Documentation for verifying existence prior to February 15, 2020 includes a copy of invoice(s) from February 2020</li> <li>(2) Documentation for eligible payments during the Covered Period includes receipts, cancelled checks, or account statements</li> </ol>



## C-CORPORATIONS BORROWER CHECKLIST FOR EZ APPLICATION

Information Required	Description
<p><b>Documents Each Borrower Must Maintain but is Not Required to Submit</b></p>	<p>Documentation supporting the certification that annual salaries or hourly wages were not reduced by more than 25 percent during the Covered Period or the Alternative Payroll Covered Period relative to the period between January 1, 2020 and March 31, 2020. This documentation must include payroll records that separately list each employee and show the amounts paid to each employee during the period between January 1, 2020 and March 31, 2020, and the amounts paid to each employee during the Covered Period or Alternative Payroll Covered Period.</p> <p>Documentation regarding any employee job offers and refusals, 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.</p> <p>Documentation supporting the certification, if applicable, that the Borrower did not reduce the number of employees or the average paid hours of employees between January 1, 2020 and the end of the Covered Period (other than any reductions that arose from an inability to rehire individuals who were employees on February 15, 2020, if the Borrower was unable to hire similarly qualified employees for unfilled positions on or before December 31, 2020). This documentation must include payroll records that separately list each employee and show the amounts paid to each employee between January 1, 2020 and the end of the Covered Period.</p> <p>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.</p>