



# PPP Loan Forgiveness Checklist

- Find out what your bank is requiring and if they are accepting applications yet

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- Ensure you have all of your data and documents in one place.

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## ITEMS YOU NEED TO START GATHERING:

- Loan amount

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- Funded date

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- Your covered period (8 weeks, 24 weeks or the optional interim period)

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- Documentation & reports for expenses used during the covered period

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- Full Time Equivalent (FTE) counts calculated for covered period

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- PPP Loan forgiveness app - (Regular - EZ App)

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