

# PPP FORGIVENESS CHECKLIST



There are two main components of Paycheck Protection Program loan forgiveness:

1. Using PPP funds on eligible costs
2. Tracking and proving PPP funds were spent on eligible costs

## COMPONENT 1

### PPP FUNDS ELIGIBLE COSTS

Spend at least <b>60%</b> of funds on payroll costs	Spend remaining <b>40%</b> of funds on approved expenses
Salaries Wages Vacation pay Parental and family leave Employer medical or other group benefits Sick leave Employer retirement benefits Bonuses, commissions, or hazard pay	Mortgage interest Rent Utilities

\*For mortgage interest, rent, and utilities to be forgivable – they had to be in effect prior to February 15, 2020.

## COMPONENT 2

### TRACKING AND DOCUMENTATION OF EXPENSES

Helpful steps to track and document PPP expenses for forgiveness:

Record the PPP loan as a deposit

Over the next 8 or 24 weeks (depending on your selected covered period), complete bookkeeping on all financial transactions

- Track expense amount
- Track vendor/payee
- Track “category” of the expense (payroll, rent, utility, etc.)
- Track date of transaction
- Track purpose of transaction
- File receipt or official record (such as payroll records)

At the end of 8 or 24 weeks, add total amount spent on forgivable categories

Complete forgiveness application following Arvest Bank online-portal instructions