

Dear client,

To correctly process the forms required for PPP forgiveness, we will need a comma separated value (.csv) file or Excel file of your company's payroll check register and employee master file for the years of 2019 and YTD 2020.

Payroll Check Register:

- Check or Voucher No.
- Check Date
- Employee ID and/or last four numbers of social security
- Employee Name
- Earnings Code or Description
- Hours Paid
- Hourly Pay Rate
- Gross Earnings

Employee Master File:

- Employee Name
- Employee ID
- Last four numbers of social security
- Pay Type (Hourly or Salaried)
- Status (Full-time or Part-time)
- Position Title
- Hire Date
- Termination Date (if applicable)

If you do not have access to these files, please request them from your payroll company.

[You can download our template excel file to help you gather all of the information needed by clicking here](https://garretycpa.com/payroll-protection-plan-information/), or by visiting our webpage: <https://garretycpa.com/payroll-protection-plan-information/>.

Please fill out the below as accurately as possible so we can begin your PPP forgiveness application.

Business Legal Name: _____ **Business TIN:** _____

Business Address: _____
City: _____ **State:** _____ **Zip:** _____

SBA PPP Loan No.: _____ **Lender PPP Loan No.:** _____

PPP Loan Amount: _____ **PPP Loan Disbursement Date:** ____/____/____

No. of Employees at Time of Loan Application: _____ **Payroll Frequency:** _____

EIDL Advance Amount: _____ **EIDL Application No.:** _____

"Great results are never boring."