

Paycheck Protection Program

Loan Forgiveness Preparation Checklist

To help you prepare for forgiveness, we have designed this checklist so that you can easily see what documents you'll need to submit with your application.

All forgiveness applications for Wells Fargo Paycheck Protection (PPP) loans must be submitted using our online application. Once the application is available, you can access it through *Wells Fargo Business Online*® or the *Commercial Electronic Office*® (CEO®). Please do not attempt to submit the PPP loan forgiveness application downloaded from the Small Business Administration (SBA) site.

For an explanation of important forgiveness terms and eligibility requirements, or to check for recent updates, visit the [SBA](#) or the [Wells Fargo Forgiveness Center](#) & [FAQs](#).

Before you start your online application:

- ☐ Determine the form you plan to use. You should consider using Form 3508EZ if you meet the [eligibility conditions](#), otherwise you should use Form 3508.
- ☐ Understand your [covered period or alternative covered period](#), confirm your documents correspond to the applicable dates, and make sure you have spent your PPP funds on [eligible costs](#). The covered period is 24-weeks (168 days), unless you received your loan before June 5, 2020, then you can choose 8 weeks (56 days) or 24 weeks (168 days).
- ☐ Obtain all relevant [payroll information](#) including the number and dates of any FTE reductions and if and when they were restored, as well as any salary reductions. Consider contacting your payroll service provider (if applicable) to see if they have special forgiveness reports that will make completing the application easier.
- ☐ Gather all of your supporting documents. Make sure the documents you intend to upload are not encrypted or password protected; in an acceptable format (PDF, PNG, JPEG, TIFF, not Excel/XLS); and are smaller than 25 MB.

When you start your online application:

- ☐ Save your application frequently, so you don't lose the information you have entered.
- ☐ Once you start uploading documents, complete and submit your application within 30 days, to avoid having to upload documents again.
- ☐ Make sure you receive an onscreen confirmation to confirm each document has been successfully uploaded.
- ☐ Review your application, verify documents have been uploaded, and confirm the amount you're requesting before you submit your application.

The information contained in this checklist is based on laws, rules, regulations, and related guidance with respect to the Paycheck Protection Program, including guidance issued by the U.S. Small Business Administration (SBA) on August 11, 2020. We will periodically update this information, so please check the [SBA](#) or the [Wells Fargo Forgiveness Center](#) & [FAQs](#) for updates. In the event of any discrepancies between the information on this site and the SBA's site, please follow official SBA guidance.