

**UNION BANK**  
**Paycheck Protection Program**

**Required Documentation – Form 3508**

In reviewing the guidance surrounding the Paycheck Protection Program, Union Bank has determined that the following information needs to be submitted to the Bank in order for forgiveness of the loan to be considered:

- **Signed Union Bank E-Sign Consent Form**
- **A payroll statement or similar documentation from the pay period that covered 2/15/2020**
- **Completed PPP Loan Forgiveness Application** – to include the Forgiveness Calculation Form (Page 1 of the [application](#)); the signed Representations and Certifications page (Page 2 of the [application](#)); the PPP Schedule A (Page 3 of the [application](#)) and the PPP Schedule A Worksheet pages (Pages 4 of the [application](#)). Borrower may also elect to submit the optional Demographic Information Form (Page 5 of the [application](#)).
- **Payroll Documentation** – Documentation verifying the eligible cash compensation and non-cash benefit payments from the Covered Period – See Page 7 of the [Paycheck Protection Program Loan Forgiveness Instructions](#) for Form 3508 for a complete listing of needed documents and for instructions on completing the application.
- **FTE Reporting** – Documentation showing one of the following (at the election of the Borrower): (as outlined on page 7 of the [Paycheck Protection Program Loan Forgiveness Instructions](#))
  - a) the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; **or**
  - b) the average number of FTE employees on payroll per week employed by the Borrower between January 1, 2020 and February 29, 2020; **or**
  - c) In the case of a seasonal employer, the average number of FTE employees on payroll per week employed by the Borrower between February 15, 2019 and June 30, 2019; between January 1, 2020 and February 29, 2020; or any consecutive 12-week period between February 15, 2019 and February 15, 2020.

The selected time period must be the same time period selected for purposes of completing PPP Schedule A, line 11.

- **Nonpayroll Documentation**– Documentation verifying existence of the obligations/services prior to February 15, 2020 and eligible payments from the Covered Period. See Page 7 of the [Paycheck Protection Program Loan Forgiveness Instructions](#) for a complete listing of needed documentation.

In addition to the above, the Bank needs the following information from self-employed Borrowers:

**Self-employed Borrower (with employees) - the following information for the year used in the PPP loan calculation will be needed if not previously submitted to the Bank:**

- Schedule C\*\*
- Quarterly IRS Form 941's
- Quarterly wage reporting forms

\*\*Self-employed farmers should use Form Schedule F in lieu of Schedule C

The above listing is an overview of the documentation that will be needed. For more information on the completion of the forgiveness application and the documentation needed, please reference the Loan Forgiveness Application Form 3508 available at <https://www.sba.gov/document/sba-form-paycheck-protection-program-loan-forgiveness-application-instructions-borrowers>.

Please also note that you must retain all of the required documentation in your files for 6 years after the date that the loan is forgiven or repaid in full. Please also note that upon review of the information that you submit, the Bank may determine that additional information is needed.