

<p>Payroll & FTE</p>	<p>For 3508EZ, provide <u>one</u> of the following documents for the time period 1/1/20 to the end of your Covered Period:</p> <ul style="list-style-type: none"> • Third-party payroll service provider reports; <u>or</u> • Tax Forms (ex. IRS Form 941) <p>For 3508 (long form), provide the same documentation as requested above <u>and</u> include:</p> <ul style="list-style-type: none"> • 2019 (all four quarters) <p>*For sole proprietors (single employee only), independent contractors, and self-employed individuals, you must document proof of payments for compensation by providing cancelled checks, account statements, or tax documents.</p>
<p>Payroll Related Expenses</p>	<p>To document your contributions to employer health benefits and/or retirement plans, please provide <u>one</u> of the following:</p> <ul style="list-style-type: none"> • Account statements • Payment receipts • Cancelled checks
<p>Nonpayroll</p>	<p>Documentation verifying existence of the obligations/services prior to 2/15/2020 <u>and</u> eligible payments made during the Covered Period.</p> <p><u>Business mortgage interest payments:</u> Copy of lender amortization schedule and receipts or cancelled checks verifying eligible payments for the Covered Period; <u>or</u> mortgage account statements for February 2020 and the months of the Covered Period through one month after the end of the Covered Period verifying interest amounts and eligible payments.</p> <p><u>Business rent or lease payments:</u> Copy of current lease agreement and receipts or cancelled checks verifying eligible payments from the Covered Period; <u>or</u> lessor account statements from February 2020 and from the Covered Period through one month after the end of the Covered Period verifying eligible payments.</p> <p><u>Business utility payments:</u> Copy of invoices from February 2020 <u>and</u> those paid during the Covered Period and receipts, cancelled checks, or account statements verifying those eligible payments.</p>