



# PPP LOAN FORGIVENESS APPLICATION CHECKLIST

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Please note that the information below is simply a guide to what information you will need to be able to complete on the Loan Forgiveness Application. This is not a complete list of all information required to submit with your application as “supporting documentation.” Additional details on what information you will need to provide to receive loan forgiveness are detailed on the EZ and Full Loan Forgiveness Application Forms.

## General Borrower Information

- Business Legal Name (must match the name on the original PPP Loan Application)
- DBA, if applicable
- Business Address
- Business Tax ID Number (may be SSN or EIN)
- Business Phone Number
- Primary Contact Person
- E-mail Address
- SBA PPP Loan Number (check “approval” e-mail from Oxford Bank); otherwise, contact your Oxford Bank Relationship Manager
- Lender Loan Number (check your closing documents); otherwise, contact your Oxford Bank Relationship Manager
- PPP Loan Amount (closing documents)
- PPP Loan Disbursement Date (the date you received the funds from Oxford Bank)
- Number of Employees at time of Loan Application
- Number of Employees at time of Loan Forgiveness
- EIDL (Economic Injury Disaster Loan) Advance Amount, if applicable
- EIDL (Economic Injury Disaster Loan) Application Number, if applicable
- Payroll Schedule: Weekly/Biweekly/ Twice a month/Monthly/Other
- Your selection of Covered Period (Either 8 or 24-week date range starting with your Loan Disbursement Date)
- Alternative Payroll Covered Period, if applicable (8 or 24-week period that begins on the 1st day of the 1st pay period following your Loan Disbursement Date)

## Payroll and FTE Information (for covered period or alternative covered period)

- Cash Compensation paid to employees, including adjustments for those paid more than an annualized rate of \$100,000
- Average FTE (full-time equivalent) employee count
- Salary/Hourly Wage Reduction (if applicable)
- Total amount paid by Borrower for employer contributions for employee health insurance
- Total amount paid by Borrower for employer contributions to employee retirement plans
- Total amount paid by Borrower for employer state and local taxes assessed on employee compensation
- Total compensation paid to owner-employees/self-employed individual/general partners

## Nonpayroll Information (for covered period or alternative covered period)

- Business Mortgage Interest Payments
- Business Rent or Lease Payments
- Business Utility Payments

### Operations Center

485 N. Lapeer Road • PO Box 17 • Oxford, MI 48371 • (248) 628-2533

[oxfordbank.com](http://oxfordbank.com)

### Addison-Oaks Branch

35 S. Rochester Road • Oakland, MI 48363 • (586) 752-4555

### Clarkston Branch

7199 N. Main Street • Clarkston, MI 48346 • (248) 625-0011

### Davison Branch

600 N. State Road • Davison, MI 48423 • (810) 658-1500

### Dryden Branch

5459 Main Street • Dryden, MI 48428 • (810) 796-2651

### Lake Orion Branch

1115 S. Lapeer Road • Lake Orion, MI 48361 • (248) 693-6261

### Ortonville Branch

345 S. Ortonville Road • Ortonville, MI 48462 • (248) 627-2813

### Oxford Branch (Main)

60 S. Washington Street • Oxford, MI 48371 • (248) 628-2533

### Business Solutions Center

64 S. Washington Street • Oxford, MI 48371 • (248) 693-7473

### Brighton Loan Office

455 E. Grand River Avenue • Suite 100 • Brighton, MI 48116



### Farmington Hills Loan Office

28552 Orchard Lake Road • Suite 300 • Farmington Hills, MI 48371

### Owosso Loan Office

215 N. Water Street, Suite 219 • Owosso, MI 48867