



Second Draw PPP Loan documentation

At the time you submit your loan application form, you must submit the following unless the documentation was submitted to Synovus for the First Draw PPP Loan and you want to use the same avg monthly payroll calculation that was used to determine your first PPP loan, in which case you do not need to resubmit your annual payroll documentation. However, a payroll statement or similar documentation from the pay period that covered February 15, 2020 **must** be provided to establish you were in operation on February 15, 2020.

If Synovus did not process your First Draw PPP Loan **or** you are using a different period for your payroll calculation, you must submit the following:

- *If the you are not self-employed*, your Form 941 (or other tax forms containing similar information) and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020, as applicable, or equivalent payroll processor records, along with evidence of any retirement and employee group health, life, disability, vision and dental insurance contributions. **Note: your monthly payroll records must specifically identify those employees with compensation in excess of \$100,000.** A partnership must also include its IRS Form 1065 K-1s.
- *If the you are self-employed and have employees*, your 2019 or 2020 IRS Form 1040 Schedule C, Form 941 (or other tax forms or equivalent payroll processor records containing similar information) and state quarterly wage unemployment insurance tax reporting forms from each quarter in 2019 or 2020, as applicable, or equivalent payroll processor records, along with evidence of any retirement and employee group health, life, disability, vision and dental insurance contributions, if applicable. **Note: your monthly payroll records must specifically identify those employees with compensation in excess of \$100,000.** A payroll statement or similar documentation from the pay period that covered February 15, 2020 must also be provided to establish you were in operation on February 15, 2020.
- *If you are self-employed and do not have employees*, you must provide
 - (a) your 2019 or 2020 Form 1040 Schedule C
 - (b) 2019 or 2020 IRS Form 1099-MISC's detailing nonemployee compensation received (box 7), invoice, bank statement, or book of record that establishes that you are self-employed; and
 - (c) a 2020 invoice, bank statement, or book of record to establish that you were in operation on or around February 15, 2020.

For loans greater than \$150,000 you must provide documentation substantiating the decline in gross receipts. For loans of \$150,000 or less, you will be required to provide documentation substantiating the decline in gross receipts upon or before seeking loan forgiveness for the Second Draw PPP Loan or upon SBA request. Such documentation may include relevant tax forms, including annual tax forms,

or, if relevant tax forms are not available, a copy of your quarterly income statements or bank statements.

The following are the primary sets of documentation Applicants can provide to substantiate their certification of a 25 percent gross receipts reduction (only one set is required):

- Quarterly financial statements for the entity. If the financial statements are not audited, the Applicant must sign and date the first page of the financial statement and initial all other pages, attesting to their accuracy. If the financial statements do not specifically identify the line item(s) that constitute gross receipts, the Applicant must annotate which line item(s) constitute gross receipts.*
- Quarterly or monthly bank statements for the entity showing deposits from the relevant quarters. The Applicant must annotate, if it is not clear, which deposits listed on the bank statement constitute gross receipts (e.g., payments for purchases of goods and services) and which do not (e.g., capital infusions).*
- Annual IRS income tax filings of the entity (required if using an annual reference period). If the entity has not yet filed a tax return for 2020, the Applicant must fill out the return forms, compute the relevant gross receipts value (see Question 5), and sign and date the return, attesting that the values that enter into the gross receipts computation are the same values that will be filed on the entity's tax return.*