



*Information as of April 21, 2020*

What is the PPP Loan?

Paycheck Protection Program “PPP” authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis.

What expenses does the PPP Loan Cover?

The loan proceeds are to be used to cover payroll costs, mortgage interest, rent, and utility costs over the 8 week period after the loan is made, and employee and compensation levels are to be maintained.

Below is a breakdown of the costs that are covered through the PPP Loan (Please see breakdown below table as forgiveness on certain expenses are subject to certain stipulations).

Expense	PPP Eligible Expense	PPP Forgiveness – If Paid In 8 Weeks from Loan Funds Receipt
Gross Payroll <b>(A)</b> – Including Bonuses	Yes	Yes
State and Local Employer Taxes	Yes	Yes
Vacation and Paid Leave	Yes	Yes
Paid Leave Under FFCRA <b>(B)</b>	No	No
Group Health	Yes	Yes
2020 Retirement	Yes	Yes
2019 Retirement	To Be Determined	No
Rent <b>(C)</b>	Yes	Yes
Utilities <b>(C)</b> – Gas/Electric/Water/Telephone/Internet	Yes	Yes
Mortgage Interest <b>(C)</b>	Yes	Yes

**(A)– Not to exceed \$100,000 annualized for each employee (\$15,385 over 8 weeks / \$1,923 per week / \$3,846 bi-weekly)**

**a. For Forgiveness purposes, you must pay employees at least 75% of their prior payroll level to avoid reduction in forgiveness.**

**(B)– FFCRA stands for Families First Coronavirus Response Act**

**(C)– Must be in service or in place prior to February 15, 2020 to qualify.**

**a. For Forgiveness purposes, these expenses cannot exceed 25% of forgiveness total.**

**b. 75% of your PPP funding must be spent on payroll to receive full forgiveness for PPP funding.**

\*\*\* Please note- misuse of funds can result in fraud charges. It is critical that you track use of funds carefully, and use only for prescribed purposes. \*\*\*

*Please note- Given the coronavirus situation is unprecedented and continuously changing, we are providing this information as a courtesy based upon the best of our knowledge at this date. We cannot guarantee that this information will remain up-to-date as information may change at any time.*