



Information as of April 21, 2020

Steps to Take After Receiving PPP Funds

1. Set Up System to Track Use of PPP Funds
 - a. **We suggest opening a separate bank account** specifically for the receipt of funds from the PPP loan, and the spending of those funds. This account should be used solely for the PPP Loan activity and expenses listed in STEP 1. (Please refer to our attachment “Step 1- PPP Loan and Covered Expenses”).
 - b. We are suggesting to open a separate account, as this will facilitate your application for loan forgiveness at a later date.
 - i. As you are all aware, this situation has been complicated and difficult. Our hope, through the use of a single account, you will mitigate risk in issues upon filing for loan forgiveness.
 - c. Contact your payroll company to see if they are offering any tools to track payroll expenses.
 - d. Retain invoices and bills for qualifying expenses (Rent, mortgage interest, and utilities).
 - e. Retain proof of payment of all qualifying expenses.

2. **CRITICAL DECISION - Decide between the following options:**
 - a. 1) Go for Maximum Loan Forgiveness
 - b. 2) Use loan for working capital with the intent to pay back the loan at 1% interest over 2 years and potentially receive partial forgiveness.

TABLE REGARDING CONSIDERATIONS AFTER RECEIVING PPP FUNDS

Considerations	*Maximize Loan Forgiveness*	Use Loan as Working Capital
Payment for Owner	Start Upon Receipt of Funds	Start Upon Receipt of Funds
Payment for Staff	Consider paying your team now with PPP funds, even if office closed. (A)	Leave employees on unemployment until office opens; use funds to pay employees when office opens. (B)
Payment for Rent	Start upon receipt of funds	Start upon receipt of funds
Payment for Utilities	Start upon receipt of funds	Start upon receipt of funds
Payment for Mortgage Interest	Start upon receipt of funds	Start upon receipt of funds

*** See Step 4 for additional guidance regarding loan forgiveness ***

(A) Consider assigning tasks for staff such as CE courses, projects to assist the practice from a managerial perspective (advertising, organization, etc.)

(B) Continue to pay employees that are currently working.

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.