

## COVID-19 Resource Center

On your road to recovery, lean on Sax for up-to-date information relevant to your state and business.

## PAYCHECK PROTECTION PROGRAM CHECKLIST

- STEP 1**  
Determine if you are eligible.
- STEP 2**  
Contact your bank and let them know you would like to apply.
- STEP 3**  
Complete PPP application provided by your financial institution.
- STEP 4**  
Gather supporting documents required by the bank.
- STEP 5**  
Bank reviews application and provides approval within 10 days of application and provides a loan agreement to be signed. Agreement details terms including potential forgiveness, term of 24 months at 1% interest and no payments for the first six months.
- STEP 6**  
Proceeds are deposited into your bank account.
- DAY 1 OF 8 WEEK SPENDING PERIOD -----**
- STEP 7**  
Plan 8 weeks of cash flow to ensure 75% is used for payroll costs to maximize forgiveness.
- STEP 8**  
Make qualifying payments from PPP Loan for 8 weeks.
- STEP 9**  
Prepare documentation to substantiate use of PPP Loan proceeds. When June 30, 2020 passes calculate the FTE change and the >25% reduction for the period and submit use of proceeds documentation to lender for forgiveness, if applicable.
- STEP 10**  
Once lender provides borrower with acceptable forgiveness amounts (they have 60 days) reconcile loan proceeds with forgiveness and repay excess or enter into a term loan for 24 months at 1% interest. Stop employer payroll tax deferral once the loan amount is forgiven.