



Paycheck Protection Program (PPP) Loan Forgiveness

Impact of the PPP Flexibility Act of 2020

IFA CORONAVIRUS
UPDATES



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INTERNATIONAL FRANCHISE ASSOCIATION

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Today's Host

Thad Inge

Senior Manager, Government Relations

Thad Inge joined Paychex in 2016 and is based in Washington, D.C., where he serves as Senior Manager for Government Relations. As part of his portfolio, Thad works closely with Congress, the Executive Branch, trade associations, and public policy organizations to monitor and advance policies of importance to Paychex and its small business customers.



Today's Speaker

Connor Mykins

Compliance Analyst II

Connor Mykins is a compliance analyst at Paychex. A Certified Anti-Money Laundering Specialist, Connor has more than 10 years of experience in the financial services industry. Most recently, Connor has been dedicated to monitoring the PPP regulatory landscape, working with a cross functional team responsible for implementing tools to assist clients with the PPP loan and forgiveness applications.



Today's Speaker

Erin Lierheimer

Technical Product Manager II – Payroll

Erin Lierheimer is a Rochester based Technical Product Manager of Payroll at Paychex. She is overseeing the implementation of the PPP Application and Forgiveness Estimator at Paychex. She is a customer advocate who thrives on taking complex problems and creating simple solutions for our clients. She has a Master's of Business Administration from the University of Rochester's Simon School.

Agenda

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The Paycheck Protection Program (PPP)





The Paycheck Protection Program (PPP)

Paycheck Protection Program

Background

- A provision of the CARES Act designed to provide quick access to SBA loans, generally for companies with 500 or fewer employees to assist with payroll and certain operating costs during short-term business disruption caused by the COVID-19 pandemic.
- Eligible businesses include nonprofits, veterans' organizations, tribal concerns, self-employed individuals, sole proprietorships, and independent contractors

Major Benefits

- Forgiveness of eligible costs, rules apply
- A loan payment deferral period



PPP Loan Forgiveness



What is loan forgiveness?

What are “covered” costs?

- Payroll costs (including group health insurance premiums), and
- Non-payroll costs
 - Interest on mortgage
 - Rent
 - Utilities

“Payroll Costs” means compensation paid to employees that is:

- Salary, wages, commission, or similar compensation including bonuses and hazard pay
- Payment of cash tip or equivalent
- Payment for vacation, parental, family, medical or sick leave
- Allowance for dismissal or separation
- Employer payments for the provisions of group health care benefits, including insurance premiums
- Employer paid retirement contributions, or
- Employer assessed state and local taxes on the compensation of employees

...but does **not** include:

- Compensation of any individual employee in excess of an annual salary of \$100k, prorated for the covered period
- Employer paid federal payroll taxes
- Wages paid outside of United States.
- Families First paid sick leave or family leave for COVID purposes (Note: this is paid by government via employment tax credit)



The PPP Flexibility Act of 2020





The PPP Flexibility Act of 2020

What changed about loan forgiveness?

- Extends the covered period
- Amends rule on percentages of funds that must be used on covered costs
- Extends deadline to qualify for the FTE and Salary/Hourly Wage reduction safe harbors
- Expands exemptions of FTE reduction
- Extends deferral of loan payments

The PPP Flexibility Act of 2020

Changes to Loan Forgiveness

Covered period: You have options, even if you secured loan before new law enacted

75/25 rule. It's now 60/40 for percentages of payroll to non-payroll costs, respectively.

FTE Salary/Hourly Wage Re-Hire safe harbors: You now have until Dec. 31, 2020 to qualify for these safe harbors

FTE reduction exemption for Rehires: additional carve-out, in certain circumstances, for inability to return to pre-Covid-19 business activity



The PPP Flexibility Act of 2020

Changes to Loan Forgiveness

Extended Deferral of Loan Repayment of Principal, Interest, and Fees

Formerly, six months. Now – to the date when the SBA pays the forgiveness amount to lender

Additional changes

Payroll taxes: Defer payment of employer share of Social Security taxes





Applying for PPP Loan Forgiveness



Applying for PPP Loan Forgiveness

- Only the amount used on covered costs can be forgiven.
- At least 60% of the loan amount must be used for payroll costs or the loan forgiveness amount may be reduced.
- Not more than 40% of the loan forgiveness amount may be attributable to non-payroll costs.
- Reductions in Full Time Equivalents (FTEs) and wages in comparison to defined periods will reduce the amount of the loan eligible for forgiveness, but the new law does carve out safe harbors and exemptions to FTEs.
- Borrowers must show documentation on expenses/employees.





Applying for PPP Loan Forgiveness

Applying for PPP Loan Forgiveness

- Keep track of expenses (payroll, mortgage interest, rent, utilities).
- Ensure loan proceeds are used for authorized expenses.
- Consider holding funds in a separate account.
- Maintain proper documentation through your chosen covered period.

Documentation for SBA

Be prepared to show documentation verifying:

- Payroll costs.
- Number of full-time equivalent employees and pay rates.
- Payments on covered costs: mortgage interest and/or lease obligations, and utilities.

Borrowers may have to certify loan proceeds were used for authorized purposes.

Lenders have 60 days to determine loan forgiveness eligibility.





Applying for PPP Loan Forgiveness

The PPP Loan Forgiveness Application consists of four components:

1. PPP Loan Forgiveness Calculation Form
2. PPP Schedule A
3. PPP Schedule A Worksheet
4. PPP Demographic Information Form (optional)

Borrowers submit 1 and 2 with their application.

PPP Schedule A Worksheet

Used to help determine:

- Total cash compensation in the covered period - capped
- FTE in the covered period
- Salary/hourly wage reduction
- FTE and salary/wage reduction safe harbor for restoring by December 31, 2020



PPP Schedule A Worksheet

Table 1: List employees who:

- Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and
- Received compensation from the Borrower at an annualized rate of less than or equal to \$100,000 for all pay periods in 2019 or were not employed by the Borrower at any point in 2019.

Employee's Name	Employee Identifier	Cash Compensation	Average FTE	Salary / Hourly Wage Reduction
FTE Reduction Exceptions:				
Totals:		Box 1	Box 2	Box 3

Table 2: List employees who:

- Were employed by the Borrower at any point during the Covered Period or the Alternative Payroll Covered Period whose principal place of residence is in the United States; and
- Received compensation from the Borrower at an annualized rate of more than \$100,000 for any pay period in 2019.

Employee's Name	Employee Identifier	Cash Compensation	Average FTE
Totals:		Box 4	Box 5

Attach additional tables if additional rows are needed.

FTE Reduction Safe Harbor 2:

- Step 1. Enter the borrower's total average FTE between February 15, 2020 and April 26, 2020. Follow the same method that was used to calculate Average FTE in the PPP Schedule A Worksheet Tables. Sum across all employees and enter: _____
- Step 2. Enter the borrower's total FTE in the Borrower's pay period inclusive of February 15, 2020. Follow the same method that was used in step 1: _____
- Step 3. If the entry for step 2 is greater than step 1, proceed to step 4. Otherwise, FTE Reduction Safe Harbor 2 is not applicable and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.
- Step 4. Enter the borrower's total FTE as of the earlier of December 31, 2020, and the date this application is submitted: _____
- Step 5. If the entry for step 4 is greater than or equal to step 2, enter 1.0 on line 13 of PPP Schedule A; the FTE Reduction Safe Harbor 2 has been satisfied. Otherwise, FTE Reduction Safe Harbor 2 does not apply and the Borrower must complete line 13 of PPP Schedule A by dividing line 12 by line 11 of that schedule.



PPP Schedule A

PPP Schedule A Worksheet, Table 1 Totals

Line 1. Enter Cash Compensation (Box 1) from PPP Schedule A Worksheet, Table 1: _____

Line 2. Enter Average FTE (Box 2) from PPP Schedule A Worksheet, Table 1: _____

Line 3. Enter Salary/Hourly Wage Reduction (Box 3) from PPP Schedule A Worksheet, Table 1:
If the average annual salary or hourly wage for each employee listed on the PPP
Schedule A Worksheet, Table 1 during the Covered Period or the Alternative Payroll
Covered Period was at least 75% of such employee's average annual salary or hourly
wage between January 1, 2020 and March 31, 2020, check here and enter 0 on line
3.

PPP Schedule A Worksheet, Table 2 Totals

Line 4. Enter Cash Compensation (Box 4) from PPP Schedule A Worksheet, Table 2: _____

Line 5. Enter Average FTE (Box 5) from PPP Schedule A Worksheet, Table 2: _____

Non-Cash Compensation Payroll Costs During the Covered Period or the Alternative Payroll Covered Period

Line 6. Total amount paid by Borrower for employer contributions for employee health insurance: _____

Line 7. Total amount paid by Borrower for employer contributions to employee retirement plans: _____

Line 8. Total amount paid by Borrower for employer state and local taxes assessed on employee
compensation: _____

Compensation to Owners

Line 9. Total amount paid to owner-employees/self-employed individual/general partners:
This amount may not be included in PPP Schedule A Worksheet, Table 1 or 2. If there is
more than one individual included, attach a separate table that lists the names of and
payments to each.

Total Payroll Costs

Line 10. Payroll Costs (add lines 1, 4, 6, 7, 8, and 9): _____

Full-Time Equivalency (FTE) Reduction Calculation

If you have not reduced the number of employees or the average paid hours of your employees between
January 1, 2020 and the end of the Covered Period, check here , skip lines 11 and 12 and enter 1.0 on line 13.

Line 11. Average FTE during the Borrower's chosen reference period: _____

Line 12. Total Average FTE (add lines 2 and 5): _____

Line 13. FTE Reduction Quotient (divide line 12 by line 11) or enter 1.0 if FTE Safe Harbor is met: _____


Applying for PPP Loan Forgiveness

PPP Schedule A

- Incorporates Schedule A worksheet information and calculations
- Adds in non cash compensation payroll costs
- Adds in owner compensation
- Calculate the FTE reduction quotient

PPP Loan Forgiveness Calculation Form

- Starts with information on the loan
- EIDL advance information
- Incorporates Schedule A information
- Adds Non-payroll costs
- Calculates 60% minimum threshold for payroll costs



Paycheck Protection Program
Loan Forgiveness Application Revised June 16, 2020

OMB Control Number 3245-0407
Expiration Date: 10/31/2020

PPP Loan Forgiveness Calculation Form

Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		Business TIN (EIN, SSN)	Business Phone
		Primary Contact	E-mail Address

SBA PPP Loan Number: _____ Lender PPP Loan Number: _____

PPP Loan Amount: _____ PPP Loan Disbursement Date: _____

Employees at Time of Loan Application: _____ Employees at Time of Forgiveness Application: _____

EIDL Advance Amount: _____ EIDL Application Number: _____

Payroll Schedule: The frequency with which payroll is paid to employees is:

Weekly
 Biweekly (every other week)
 Twice a month
 Monthly
 Other _____

Covered Period: _____ to _____

Alternative Payroll Covered Period, if applicable: _____ to _____

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here:

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs

Line 1. Payroll Costs (enter the amount from PPP Schedule A, line 10): _____

Line 2. Business Mortgage Interest Payments: _____

Line 3. Business Rent or Lease Payments: _____

Line 4. Business Utility Payments: _____

Adjustments for Full-Time Equivalency (FTE) and Salary/Hourly Wage Reductions

Line 5. Total Salary/Hourly Wage Reduction (enter the amount from PPP Schedule A, line 3): _____

Line 6. Add the amounts on lines 1, 2, 3, and 4, then subtract the amount entered in line 5: _____

Line 7. FTE Reduction Quotient (enter the number from PPP Schedule A, line 13): _____

Potential Forgiveness Amounts

Line 8. Modified Total (multiply line 6 by line 7): _____

Line 9. PPP Loan Amount: _____

Line 10. Payroll Cost 60% Requirement (divide line 1 by 0.60): _____

Forgiveness Amount

Line 11. Forgiveness Amount (enter the smallest of lines 8, 9, and 10): _____

SBA Form 3508 (06/20)
Page 1



Business Legal Name ("Borrower")		DBA or Tradename, if applicable	
Business Address		Business TIN (EIN, SSN)	Business Phone
		Primary Contact	E-mail Address

SBA PPP Loan Number: [] Lender PPP Loan Number: []
 PPP Loan Amount: [] PPP Loan Disbursement Date: []
 Employees at Time of Loan Application: [] Employees at Time of Forgiveness Application: []
 EIDL Advance Amount: [] EIDL Application Number: []

Payroll Schedule: The frequency with which payroll is paid to employees is:
 Weekly Biweekly (every other week) Twice a month Monthly Other []

Covered Period: [] to []
 Alternative Payroll Covered Period, if applicable: [] to []

If Borrower (together with affiliates, if applicable) received PPP loans in excess of \$2 million, check here:

Forgiveness Amount Calculation:

Payroll and Nonpayroll Costs
 Line 1. Payroll Costs: []
 Line 2. Business Mortgage Interest Payments: []
 Line 3. Business Rent or Lease Payments: []
 Line 4. Business Utility Payments: []
Potential Forgiveness Amounts
 Line 5. Add the amounts on lines 1, 2, 3, and 4: []
 Line 6. PPP Loan Amount: []
 Line 7. Payroll Cost 60% Requirement (divide Line 1 by 0.60): []
Forgiveness Amount
 Line 8. Forgiveness Amount (enter the smallest of Lines 5, 6, and 7): []

Applying for PPP Loan Forgiveness

PPP Loan Forgiveness Application Form 3508EZ

New Simplified form can only be used if 1 of these conditions is met:


1. Borrower self-employed with no employees
2. Borrower did not reduce wages more than 25% and did not reduce FTEs in the covered period
3. Borrower did not reduce wages more than 25% and borrower could not return to pre-Covid-19 levels



Paychex Loan Forgiveness Estimator



Paychex Loan Forgiveness Estimator

 COVID-19 Resources

[Get data for PPP loan](#)

[Find an SBA-approved lender !\[\]\(7e0d6a31a51eb3952a6a6daebf7e401c_img.jpg\)](#)

[Estimate loan forgiveness amount](#)

[Need more help? Go to Help Center](#)

Estimated Total Forgiveness Amount

Total Loan Amount \$600,000.00

<input checked="" type="radio"/> May be forgiven	\$444,067.14
<input type="radio"/> May need to be paid back	\$155,932.86

Enter your loan details

PPP loan information
Information about your loan helps calculate your estimated total forgiveness.

Loan Disbursement Date (when you received the loan funds)

Loan Amount

SBA PPP Loan Number

Lender PPP Loan Number

Lender (financial institution)

Paychex has developed a Loan Forgiveness Estimator

- **Enter your loan amount and when you received the loan:** These are key to estimating your forgiveness amount
- **Saves the information:** Allows you to return at different times without having to re-enter data

Paychex Loan Forgiveness Estimator

What covered period do you want to use?

The covered period begins when you receive your loan. It ends 24 weeks from that date or December 31, 2020 (the Extended Covered Period), whichever is earlier. If your loan was disbursed before June 5, 2020 you may choose to use the original 8-week covered period.

Choose your covered period, if applicable.

- 8-Week Covered Period
 Extended Covered Period

Standard Covered Period

Starts the day you received the loan.

Start Date
Apr 1

End Date
Sep 15

Alternative Covered Period

Starts the first day of the first pay period after you got the loan, available only to bi-weekly and weekly payroll frequencies. Non-payroll costs will still be based on the Standard Covered Period.

Start Date
N/A

End Date
N/A

Which covered period do you want to use for payroll costs?

If you selected the 8-week period, you may choose between the Standard or Alternative Covered Period.

- Standard Covered Period
 Alternative Covered Period

Next Choose Your Covered Period

Paychex Loan Forgiveness Estimator

Payroll data: Auto-populates and updates for each pay period. Also, employer's state and local taxes and Paychex-administered benefits automatically populate.

Payroll costs

Payroll costs are the sum of compensation earned during the covered period, along with associated employer-paid benefits and employer-assessed state and local taxes. This only includes employees with principal addresses in the United States.

To learn more, click the question mark icon at the bottom right, and search for "PPP payroll."

Covered period date ranges	Incurred ⓘ Apr 1 to Today	Projected ⓘ Today to Sep 15	Total Apr 1 to Sep 15
Cash compensation			
Includes salary, vacation, leave (sick, parental, family, and medical), severance pay, wages, commissions or similar compensation, hazard pay, bonuses, and cash tips or the equivalent. This is capped at \$100,000 annualized for your covered period per employee. It doesn't include wages paid under the Families First Coronavirus Response Act.			
	Incurred Costs \$114,923.66	Projected Costs + \$308,479.34	Total = \$423,403.00
View report			
Employer-assessed state and local taxes			
	Incurred Costs \$1,176.05	Projected Costs + \$1,688.09	Total = \$2,864.14
Employer-paid health and benefits costs			
Includes employer-paid group healthcare benefits, insurance premiums, and similar employer-paid benefits. If you use Paychex Insurance Agency, you'll see this filled in. If tracked somewhere else, enter or add these costs.			
	Incurred Costs \$0.00	Projected Costs + \$0.00	Total = \$0.00
Employer-paid retirement			
Includes group retirement benefits. If tracked through Paychex Flex, you'll see this filled in. If tracked somewhere else, enter or add these costs.			
	Incurred Costs \$542.85	Projected Costs + \$1,457.15	Total = \$2,000.00
Sum of payroll costs			Total \$428,267.14

Paychex Loan Forgiveness Estimator

Non-payroll costs

Rent, utilities, and interest on mortgages are eligible expenses (non-payroll costs). You can use up to 40% of the loan forgiveness amount to pay these costs. This includes amounts paid during the covered period or charges for the covered period that are paid by the next regular billing date.

To learn more, click the question mark icon at the bottom right, and search for "PPP non-payroll."

Covered period date ranges	Incurred ⓘ Apr 1 to Today	Projected ⓘ Today to Sep 15	Total Apr 1 to Sep 15
Mortgage Interest Includes interest payments on mortgages that existed before February 15, 2020. Does not include any prepayment or payment of principal.	Incurred Costs \$2,500.00	Projected Costs + \$8,500.00	Total = \$11,000.00
Rent Includes lease agreements that existed before February 15, 2020.	Incurred Costs \$0.00	Projected Costs + \$0.00	Total = \$0.00
Utilities Includes electricity, gas, water, transportation, telephone, and internet access, as long as service began before February 15, 2020.	Incurred Costs \$1,200.00	Projected Costs + \$3,600.00	Total = \$4,800.00
Sum of non-payroll costs			Total \$15,800.00

Non-payroll costs: Must be provided

Paychex Loan Forgiveness Estimator

Our Loan Forgiveness Estimator also: **Programmed to calculate based on 60%**

Was there a reduction in any employee's salary or hourly wages?

Loan forgiveness may be reduced if the average wages paid to an employee during the covered period decreased by more than 25% - when compared to their average wages during the 1st quarter of 2020. This does not apply to employees who earned \$100,000 or more (annualized) in any pay period in 2019.

For each eligible employee whose pay decreases by more than 25%, your loan forgiveness amount may be reduced by the amount in excess of 25%. However, you may be exempt from this reduction if you fully restore wages by December 31, 2020.

To learn more, click the question mark icon at the bottom right, and search for "PPP wages."

Covered period date ranges	Incurred ⓘ Apr 1 to Today	Projected ⓘ Today to Sep 15	Total Apr 1 to Sep 15
Wage decreases over 25%	Amount \$0.00	Projected Amount + \$0.00	Total = \$0.00
View report			
Estimated reduction in loan forgiveness due to wage decreases			Total -\$0.00

Paychex Loan Forgiveness Estimator

Our Loan Forgiveness Estimator also: **Captures and estimates your FTE count**

Was there a reduction in headcount or hours?

The amount of loan forgiveness may be reduced if there are fewer Full-Time Equivalent (FTE) employees during the covered period, in comparison to the FTEs during the comparison period. However, you may be exempt from certain loan forgiveness reductions if you restore FTEs and wage levels no later than December 31, 2020.

To learn more, click the question mark icon at the bottom right, and search for "PPP FTE."

[View report](#)

Average FTEs per month during:

The covered period from Apr 10 to Sep 24	FTEs 9.5
The comparison period with fewest FTEs is used	FTEs 10.5
Percentage of FTEs still working	90.48%

This is the percentage of FTEs during the covered period as compared to the comparison period. If you increase hours or headcount, the percentage will be 100% because increases don't affect your loan forgiveness.

Paychex Loan Forgiveness Estimator

Allows you to enter an **Economic Injury Disaster Loan (EIDL) Advance** to account for the potential forgiveness reduction

Did you get an emergency Economic Injury Disaster Loan (EIDL) Advance?

If you received an Economic Injury Disaster Loan Advance under the CARES Act, this amount is subtracted from the forgiveness amount.

Amount of EIDL Advance

Advance Amount

\$0.00

Decrease in loan forgiveness due to EIDL Advance

Total

-\$0.00

Paychex Loan Forgiveness Estimator

Our Estimator can help you track your progress throughout your Covered Period so you can adjust as needed.

Track the progress

The amount of your loan forgiveness is the smallest of the following three amounts, minus any funds received as an EIDL Advance.

To learn more, click the question mark icon at the bottom right, and search for "PPP forgiveness."

Amount 1: PPP loan amount	\$600,000.00
Amount 2: Maximum forgiveness amount based on payroll costs	
Payroll costs	\$428,267.14
+ Percent of forgiveness amount that must be used for payroll costs	60%
= Amount 2 Total	\$713,778.57
Amount 3: Adjusted for any wage and FTE reductions	
Payroll costs	\$428,267.14
+ Non-payroll costs	\$15,800.00
- Decrease due to wage reductions	\$0.00
= Amount eligible before FTE reduction	\$444,067.14
× Percentage of FTEs still working	100%
= Amount 3 Total	\$444,067.14
Smallest of Amount 1, 2, or 3	\$444,067.14
- Decrease due to EIDL Advance	\$0.00
Loan principal that may be forgiven	\$444,067.14
Loan principal that may be paid back	\$155,932.86



Documentation for the SBA



Documentation for the SBA

Paychex Forgiveness Report: Contains information to help fill out Schedule A Worksheet

PPP Forgiveness Data

Time Run: 06/11/2020 10:56:55 PM
 User ID: 004UwBZQK8KEWTGZV578
 Period Dates: 04/01/2020 - 06/11/2020

Company ID	Company Name	Employees Name	Employee Identifier	Cash Compensation	Employee Pay Type	Employee Full-time/ Part-time Status	Avg. Payroll Hours Per Week Entered in Payroll	FTEs based on payroll hours INFORMATIONAL	Avg. FTEs Simplified Method	Over 100K for any 2019 Pay Period	Wage Reduction
17082625	039&&TE Webmaster Productions Inc	Barrow, Lindsey	*****1975	\$19,780.56	Salary		0.00	0.0	1.0	Yes	
17082625	039&&TE Webmaster Productions Inc	Bernice, Elizabeth	*****1976	\$11,599.50	Salary		0.00	0.0	1.0	Yes	
17082625	039&&TE Webmaster Productions Inc	Brown, Jefferson	*****1971	\$3,365.71	Hourly	Full Time	21.10	0.5	0.5	No	\$0.00
17082625	039&&TE Webmaster Productions Inc	McGee, Rachel	*****1970	\$2,605.71	Hourly	Full Time	21.10	0.5	0.5	No	\$0.00
17082625	039&&TE Webmaster Productions Inc	Murphy, Katie	*****1981	\$4,560.00	Hourly		21.10	0.5	0.5	No	\$0.00
17082625	039&&TE Webmaster Productions Inc	Newman, Walter	*****1979	\$10,992.86	Salary		0.00	0.0	1.0	Yes	
17082625	039&&TE Webmaster Productions Inc	Reichman, Andrew	*****1974	\$2,958.57	Salary	Full Time	0.00	0.0	1.0	No	\$0.00
17082625	039&&TE Webmaster Productions Inc	Rupp, Jennifer	*****1982	\$3,344.00	Hourly		21.10	0.5	0.5	No	\$0.00
17082625		Subtotal		\$110,036.79					10.5		\$0.00
		Total		\$110,036.79					10.5		\$0.00


The Loan Forgiveness Estimator (Estimator) and Loan Forgiveness Report (Report) are based solely on information you provided. You are solely responsible for reviewing the Estimator, the Report, and their underlying assumptions and making any required changes in the Estimator and/or Report. We are not responsible for any errors resulting from incorrect information or assumptions. The Estimator and Report are based on the CARES Act, PPP Flexibility Act of 2020, the SBA Interim Final Rules, the Loan Forgiveness Application, and related guidance as of the date listed below and are subject to change. If further law, regulation, or guidance requires updating either the Estimator or the Report, you are solely responsible for obtaining an updated report. We are not responsible for the accuracy of the Estimator or the Report and are not responsible for any errors or omissions contained in the Estimator or Report. You are solely responsible for seeking loan forgiveness and certifying the correctness of the information contained in your Loan Forgiveness Application. The Estimator and the Report are included in your payroll services and provided subject to the terms and conditions of your service agreement with us. The information in these materials should not be considered legal, accounting, investment, or fiduciary advice. If you require legal or investment advice or need other professional assistance, you should always consult your attorney or other professional advisor to discuss your particular facts and circumstances.

Documentation for the SBA

[← Back](#) ✕

CARES Act Edit Set

0 039&&TE Webmaster Productions Inc
17082625

 **Download any extra data.** This set of reports has additional info your lender may request for the PPP loan or forgiveness application. To get the main PPP reports, go to [CARES Act Top Reports](#).

[Download PPP loan instructions and application](#)

Already got your loan? You can estimate how much of it may be forgiven and prepare your forgiveness application.

[Download PPP forgiveness instructions](#)

Download

Folders

<input type="checkbox"/>	Folder Name	↓ Year End Date
<input type="checkbox"/>	Q1 2020 17082625 - 039&&TE Webmaster Productions Inc	Mar 31
<input type="checkbox"/>	Q4 2019 17082625 - 039&&TE Webmaster Productions Inc	Dec 31, 2019

Additional reports: The SBA or the lender might require more information. Quarterly filings, employee earnings, and other data can be downloaded into report form

Resources

Paycheck Protection Program:

www.sba.gov

www.coronavirus.gov

Paycheck Protection Program Flexibility Act of 2020:

<https://home.treasury.gov/system/files/136/PPP-IFR-Revisions-to-First-Interim-Final-Rule.pdf>

Paychex COVID-19 Help Center:

payx.me/covid-19

[PPP Loan Forgiveness Estimator](#)



Resources

[Financial Wellness Programs](#) (Paychex)

- Sign up for FinFit and learn about employee rewards
- On demand pay

[Coronavirus \(COVID-19\) Help Center](#) (Paychex)

- Responding to COVID-19 at work
- Evolving legislation
- PPP loan application* [NEW reporting tool available for Paychex clients]
- PPP loan forgiveness estimator
- Payroll processing
- Financial assistance tools and resources
- Health insurance and workers' compensation

[Paychex's State-by-State COVID-19 Resource Page](#)

With information evolving rapidly about COVID-19, almost every state (and Washington, D.C.) has developed a resource page to address the specific FAQs of its residents, as well as unemployment insurance benefits, paid leave laws, closures, and more. Paychex has consolidated these resources into one, simple page.

[Paychex.com/WORX](#)

Provides the latest recommendations and instructions from trusted sources that could help protect your business and employees. Topics include:

- Business contingency planning;
- How to update handbook and workplace policies;
- Evolving federal, state, and local leave laws that cover sick leave, paid leave, and much more.

If you are an Oasis, SurePayroll or AdvancePartner client visit these sites:

Oasis:

[Oasis COVID-19 Help Center](#)

<https://www.oasisadvantage.com/covid19/>

SurePayroll:

[Surepayroll Resources for Continuity and Funding](#)

<https://www.surepayroll.com/>

AdvancePartners:

[AdvancePartners Coronavirus Readiness](#)

https://www.advancepartners.com/en/coronavirus_readiness

Commonly Asked Questions

- How can I get my PPP loan forgiven?
- What can you use the PPP loan for?
- What qualifies for utilities for PPP?
- What happens if you don't use all your PPP loan?
- Can bonuses be included in PPP loan forgiveness?

Questions?



Stay Informed with FAN!



A Strategic Initiative of the International Franchise Association

**Text FAN to 52886 for
more information and
to stay engaged!**