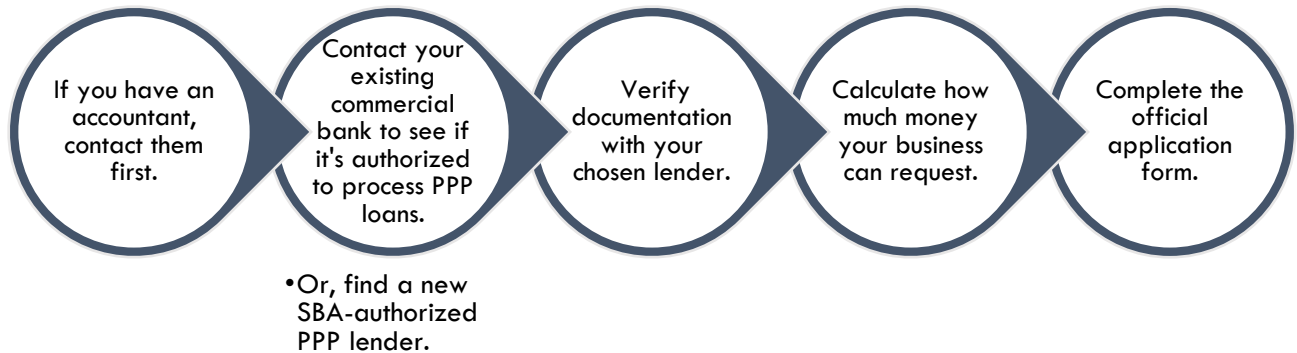


# SBA Paycheck Protection Program Guide

The Paycheck Protection Program is a forgivable loan program, designed to cover payroll, mortgage interest, rent, utilities, and potentially some other business costs over the 8 to 24-week period after the loan is made.<sup>1</sup>

Find New Guidance on the [Paycheck Protection Flexibility Act](#) at [this link](#).

## Application steps



## SBA PPP Tools

- [Is my business eligible?](#) Infographic
- [Eligible Paycheck Protection Program Lenders](#)
- Official [PPP Borrower Application Form](#)

## Attachments / Info Your Business Needs to Apply

(From [Domi Station](#))

### I am a small business

- **Payroll records:** Tax Forms 940 and/or 941 from January 1, 2019, to the most current filing. Note: You will need to filter out any employees paid over \$100K.
- **Tax returns:** Gather your tax returns and financial statements for the last two years. If you haven't been in business that long, gather all the tax returns you have.
- **Copies of driver licenses:** You'll need to provide copies of driver licenses for business owners with ownership stakes of 20% or more.
- Proof of being operational by 2/15/2020 (like a payroll summary)
- Articles of organization

<sup>1</sup> Some additional rules apply. Refer to Treasury and SBA faqs:

- <https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf>
- [https://www.sba.gov/sites/default/files/2020-05/Paycheck-Protection-Program-Frequently-Asked-Questions\\_05%2019%2020.pdf](https://www.sba.gov/sites/default/files/2020-05/Paycheck-Protection-Program-Frequently-Asked-Questions_05%2019%2020.pdf)

## *I am an independent contractor*

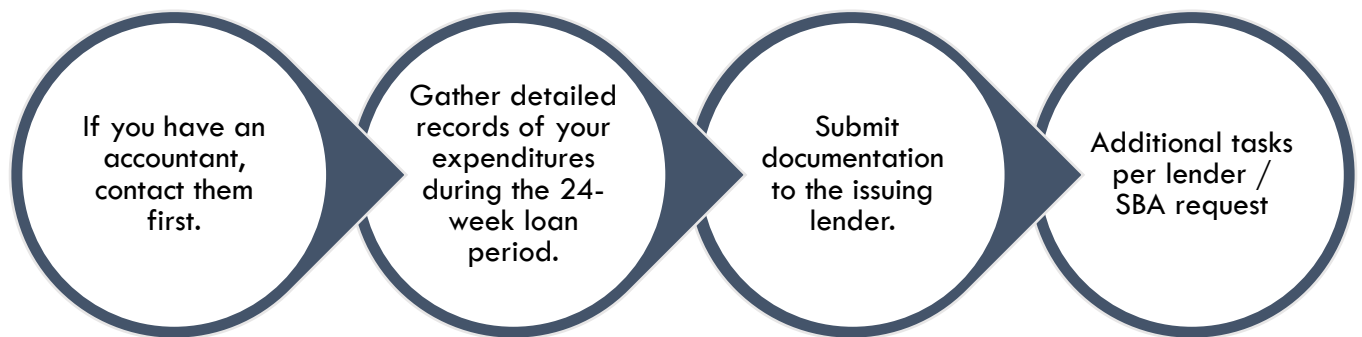
- **Tax returns:** 2019 IRS Form 1099-MISC if you are an independent contractor or 2019 IRS Form 1040-C if your business is a sole proprietorship

## *I am a non-profit*

- **Tax returns:** Most recent IRS 990 form

See the [DOMI PPP resource guide](#) for additional useful information.

## *Forgiveness steps*



## *SBA PPP Loan Forgiveness Spreadsheet<sup>2</sup>*

Excel Spreadsheet  
Download from Hulquist  
CPA  
(updated for PPP Flex)

Video on how to use  
Spreadsheet  
(Updated for PPP Flex)

Note: The above spreadsheet was developed before the [Paycheck Protection Program Flexibility Act](#), which increased the spending timeframe to 24 weeks from 8 weeks.

*The information contained in this document is intended to be an overview and for general informational purposes only. It is not intended to be relied upon as accounting or legal advice, and we strongly encourage anyone applying for the Payroll Protection Program (or any other similar SBA or other programs) to directly contact and engage their own independent accountant(s) and legal advisor(s).*

<sup>2</sup> Use the documentation recommended by your accountant, legal advisor, and/or lender. The spreadsheet and video are for informational purposes only.