

Payroll Protection Program (“PPP”) Application Guide

1. Determine if you qualify under the PPP rules. More information on that and the different options available to you can be found [here](#).
2. Start gathering the information you’ll need to submit the application
 - a. The sample SBA application is [here](#).
 - b. Our template for calculating your eligible loan amount is [here](#).
3. Locate an [approved SBA lender](#). If your current bank is already an SBA approved lender, work directly with your bank on this. Unfortunately, I have yet to find a bank that is taking **new** clients strictly for the PPP loan but I will update this if we get more information on that.
4. Submit your application with your bank as early as **Friday, April 3rd**. Each bank will have their own application process and timeline, so make sure you’re staying in touch with your bank to see if they will require additional information that is not in the sample application provided above.

Remember, a portion of this loan is forgiven if you meet certain requirements so make sure you understand what those requirements are. You also cannot use Economic Injury Disaster Loan (“EIDL”) funds for the same purposes as the PPP loan and the PPP loan funds disqualify you from the [Employee Retention Credit](#) on those qualifying wages.

If you need help with this or would like us to prepare this on your behalf, please contact curt@founderscpa.com and we will work to help you get your application package ready to submit.