

**SMALL BUSINESS INTERRUPTION LOANS**  
**Paycheck Protection Program**  
**Estimated Maximum Loan Availability and Forgiveness Amount**

<b>Maximum Loan Amount</b>		
<i>Represents the maximum amount a qualified borrower may apply for.</i>		
	Last 12 Months	Average Monthly
<b>Maximum Loan Amount:</b>		
Payroll Costs:*		
Salaries, wages, commissions, vacation and sick pay (not to exceed \$100K per employee) other than qualified sick or family leave		\$ -
Group Health Insurance		-
Retirement Benefit Costs		-
State/Local Taxes on Employee Compensation (i.e., employer U.C. tax)		-
Self-Employed Income (and subcontractors) not to exceed \$100K per year per self-employed prorated for the period February 15, 2020 to June 30, 2020		-
		-
		2.5
<i>Subtotal</i>	<b>a)</b>	\$ -
<b>MAXIMUM LOAN AMOUNT [Lesser of a) or \$10 million]</b>	<b>b)</b>	<b>\$ -</b>

**Allowable Uses of Funds During the Period February 15, 2020 to June 30, 2020:**

- 1) Payroll costs (defined above)
- 2) Health care benefits (including group health insurance)
- 3) Interest on mortgages (not principal)
- 4) Rent (including rent under a lease agreement)
- 5) Utilities
- 6) Interest on any other debt obligations that were incurred before the covered period (February 15, 2020).

<b>Loan Forgiveness Amount</b>		
<i>Represents the maximum amount a qualified borrower may have forgiven.</i>		
<b>Costs Incurred During the "Covered" Period (8 weeks following loan origination):</b>		
Payroll Costs (defined above)		
Earnings from Self-Employment (if applicable)		
Rent		
Utilities		
Interest on Covered Mortgages (on real or personal property)		
<b>Tentative Loan Forgiveness (before required reductions)</b>		<b>\$ -</b>
<b>LESS: Required Reductions in Loan Forgiveness:</b>		
<b>Number of Employees:</b>		
Monthly Average Full Time Equivalent ("FTE") Employees for the Covered Period (8 weeks following origination of the covered loan)**		
<i>Lesser of (at borrower's choice):</i>		
Monthly Average FTE's for the period February 15 to June 30, 2019		
Monthly Average FTE's for the period January 1 to February 29, 2020**		-
% Reduction		#DIV/0! #DIV/0!
<b>Compensation Reduction:</b>		
Individual Employee Compensation Reduction in Excess of 25% Compared to the Most Recent Full Quarter Before Origination of Loan***		
<i>Tentative Loan Forgiveness</i>	<b>c)</b>	<b>#DIV/0!</b>
<b>TOTAL LOAN FORGIVENESS [lesser of b) or c) above]</b>	<b>d)</b>	<b>#DIV/0!</b>
<b>BALANCE OF LOAN NOT FORGIVEN (if any)</b>		<b>#DIV/0!</b>

\* For seasonal businesses, use the costs incurred during the period February 15, 2019 or, at the election of borrower, March 1 to June, 30, 2019.

\*\* A reduction in FTE's between February 15th and April 27th, 2020 is disregarded if the reduction is eliminated by June 30, 2020 for purposes of the reduction in number of employees and/or compensation.

\*\*\* Compensation Reduction does not apply to any employee who, during any pay period in 2019, wages or salary at an annualized rate of pay in an amount of more than \$100,000.

**NOTE: Yellow highlighted cells represent variables that should be completed with final client data. Filled in amounts are for illustration purposes only.**

**FINANCIAL DATA NEEDED - 7(a) SBA LOAN AND FORGIVENESS UNDER THE CARES ACT**  
**Checklist of Documentation Required**

rev 3/28/20

The SBA loans under Section 1102 of the CARES Act (sometimes referred to as "7(a) Loans") which are eligible for forgiveness are available to employers with less than 500 employees. Such loans will be handled through the client's lender (bank) and guaranteed 100% by the SBA. These are non-recourse loans.

Banks will need the following financial information in order to process the SBA loan application:

**This information will be needed to present to the bank to apply for the loan:**

1)	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports) for the entire year of 2019 and first quarter of 2020 (if available) should be presented.	
2)	Copies of payroll reports for each pay period for the preceding 12 months. Such reports should include gross wages including PTO (which might include vacation, sick, and other PTO). This includes payroll reports through the pay period preceding the origination of the SBA loan.	
3)	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the immediately preceding 12 months prior to the date of the SBA loan origination. Copies of the monthly invoices should suffice.	
4)	Documentation of all retirement plan funding by the employer for the immediately preceding 12 months. Copies of workpapers, schedules and remittances to the retirement plan administrator should be sufficient.	

**This information will be needed to present to the bank or SBA for Loan Forgiveness:**

1)	Copies of payroll tax reports filed with the IRS (including Forms 941, 940, state income and unemployment tax filing reports ) for the 8-week period following the origination of the loan.	
2)	Copies of payroll reports for each pay period for the 8-week period following the origination of the loan. Gross wages including PTO (which might include vacation, sick, and other PTO) should be reflected.	
3)	Documentation reflecting the health insurance premiums paid by the company under a group health plan including owners of the company for the 8-week period following the origination of the loan should be provided. Copies of the monthly invoices should suffice.	
4)	Documentation of all retirement plan funding by the employer for the 8 weeks following the origination of the loan should be sufficient. Copies of workpapers, schedules and remittances to the retirement plan administrator should be available.	
5)	Copies of all lease agreements for real estate and tangible personal property should be presented along with proof of payment during the 8-week period following the loan origination date.	
6)	Copies of all statements of interest paid on debt obligations incurred prior to February 15, 2020 indicating payment amounts and proof of payment for the 8-week period following the loan origination date.	
7)	Copies of cancelled checks, statements or other evidence of utilities paid during the "covered period" for the 8-week period following the loan origination date.	

**IMPORTANT NOTES:**

Each lender may require more or less information. In addition, each borrower will need to make a certification that the documentation is true and correct, the amount for which forgiveness is being requested was used to make payments to retain employees and to make interest payments on covered mortgage obligations, covered rent obligations and covered utility payments. In addition, the SBA may request further information. There will be NO forgiveness if the documentation is not presented. The SBA will render a decision within 60 days after receipt of an application for forgiveness. The amount of any loan forgiveness under this program is NOT taxable income.

## **Addendum A**

Affiliate definition:

\* Business and or owner greater than 20% of a business, Sole proprietor, Investor RE LLC

<b>Affiliate A</b>	<b>Owners</b>	<b># of Employees</b>
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<b>Affiliate B</b>	<b>Owners</b>	<b># of Employees</b>
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<b>Affiliate C</b>	<b>Owners</b>	<b># of Employees</b>
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<b>Affiliate D</b>	<b>Owners</b>	<b># of Employees</b>
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## **Addendum B**

1. Please provide details on any SBA Economic Injury Disaster Loan the business has received or applied for between Jan. 31, 2020 and April 3, 2020.