Payroll Protection Program

I. PREPARE

1. Confirm Eligibility
   - Small Business
   - Sole Proprietor
   - Independent Contractor
   - Self-Employed
   - Tribal Business Concern
   - 501(c)(3), (19)

II. APPLY

2. Gather Materials
   - Monthly payroll
   - Tax records
   - Monthly rent
   - Monthly utilities
   - Health care benefits costs

III. COMPLY

3. Calculate Loan Need

   \[
   \text{ANNUAL ELIGIBLE PAYROLL COSTS} = \frac{12 \times \text{PAYROLL COSTS}}{2.5}
   \]

See sba.gov/ppp for more details on eligibility, materials, and eligible payroll costs.
**Payroll Protection Program**

**I. PREPARE**

1. **Application Starting Date**
   - **April 3rd**: Small Business and sole proprietors loans open
   - **April 10th**: Independent contractors and self-employed individuals loans open

**II. APPLY**

2. **Complete Application**
   - Combine with gathered materials
   - Find the application on [chooselocal.colorado.com/covid19](http://chooselocal.colorado.com/covid19)

**III. COMPLY**

3. **Submit Application**
   - Visit [sba.gov](http://sba.gov) for a full list of lenders

See [sba.gov/ppp](http://sba.gov/ppp) for more details on eligibility, materials, and eligible payroll costs.
Payroll Protection Program

I. PREPARE

1. Pay/Document Eligible Payments
   - Payroll payments
   - Rent/mortgage payments
   - Utilities payments

II. APPLY

2. Follow Guidelines
   - 75% of total loan for payroll
   - 8 week period for payments
   - June 30th payment deadline

III. COMPLY

3. Submit for Loan Forgiveness
   - Payroll receipts
   - Rent/mortgage receipts
   - Utilities receipts

See sba.gov/ppp for more details on eligibility, materials, and eligible payroll costs.