



**Economic Aid Act - Paycheck Protection Program (EAA-PPP)**

**Loan Amount Calculation - Sample Template Only - <sup>1</sup>**

**Second Draw Loans**

Borrower Name:

Calculation Date:

**Payroll Figures - <sup>2</sup>**

**Payroll Costs**

Total Salaries/Wages/Commissions	
Cash tips	
Employer Paid Leave (vacation, parental, family, medical, sick)	
Employer Paid Costs for Dismissal/Separation	
Net Employer Cost for Group Health Benefits	
Net Employer Cost for Eligible Retirement Benefits	
Payment of State and Local Tax Assessed on Employee Compensation	
Less: Combined Annual Salary Portions in excess of \$100,000 for each W-2 Employee - (enter as negative figure)	
Less: All Amounts Paid to Independent Contractors or Sole Proprietors, if included above (1099-MISC) - (enter as negative figure) - <sup>3</sup>	
Less: Any Other (explain) - (enter as negative figure)	
Less: Any Other (explain) - (enter as negative figure)	

Total Eligible Payroll Costs for the 12 Month Period

Average Monthly Payroll Cost

Enter "X" for Accommodations and Food Services companies with NAICS Code starting with "72"

Multiplier

Calculated Loan Amount

2019 Quarterly Gross Receipts:

2020 Quarterly Gross Receipts:

Reduction of Gross Receipts of at least 25%

Prepared by:

Signature

Typed Name

Date

**Notes:**

1 - This tool applies to the application portion of the loan only for the purposes of calculating potential loan amounts and is based on information available on January 11, 2021. This information is not considered legal or accounting advice - SEE ACCEPTANCE OF TERMS BELOW. Providing an accurate calculation of payroll costs and eligible borrowed amounts are the sole responsibility of the applicant/borrower. Detailed guidance on calculating eligible PPP borrowing amounts and detailed program information can be found at:

<https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses>  
<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program>

2 - Per SBA guidance, your maximum loan amount estimate is equal to your average monthly payroll costs incurred during the year prior to the loan date multiplied by 2.5 plus the outstanding amount of an EIDL made between January 31, 2020 and April 30, 2020 that you seek to refinance. The data you enter into this template should represent the total costs incurred by your company for each expense category over the full 12-month period ending on either: (i) December 31, 2019; or (ii) December 31, 2020. PPP loans approved in 2020 used 2019 or the 1-year before the date on which the loan is made to calculate payroll costs for purposes of calculating the maximum loan amount. Borrowers who apply for PPP loans 2021 and who are not self-employed are also permitted to use the precise 1-year period before the date on which the loan is made to calculate payroll costs if they choose not to use 2019 or 2020. Please keep the time period consistent across the sections of this template.

3 - 1099-MISC employees are considered to be contract employees and will apply individually for PPP. PPP Applications will be initiated by each individual contract employee.

**Acceptance of Terms** - By accessing this calculation template, you are agreeing to be bound by the following Terms and Conditions and are not permitted to use this information or template for any purpose other than for your personal use in considering whether to apply for an SBA Paycheck Protection Program loan. This template may be updated by us from time to time without notice to you. The template is only intended for use by persons located in the United States. The publicly available portions of the template are provided for educational and illustrative purposes only and only intended to provide you with a general understanding of what you may be entitled to receive under a loan ("SBA Loan") guaranteed by the Small Business Administration ("SBA") pursuant to the Economic Aid to Hard-Hit Small Business, Nonprofits, and Venues Act ("Economic Aid Act").

The template and the information provided through the template IS NOT:

- an offer to make a credit decision or any type of binding obligation or commitment to make, an SBA Loan;
- a determination of how much you might be entitled to receive in the form of an SBA Loan under the Economic Aid Act; or
- a determination that you are indeed qualified to receive an SBA Loan under the Economic Aid Act.

The figures entered on the input sections of this template are for hypothetical purposes only and may not be applicable to your individual situation. There are no guarantees or assurances to the accuracy, reliability, or opinions contained in such content. This template is not intended to offer any tax, legal, financial, or investment advice and does not assure the availability of or your eligibility for any specific financial or loan product. Please consult with qualified professionals to discuss your situation and prior to relying on any results.