



| Eligible Use of Funds | Recommended Supporting Documents |
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| <p>Self Employment Owner Compensation Replacement <i>For self employed individuals who used their Schedule C during the application process and are entitled to compensation replacement at the following rates:</i> <u>8-Week Term:</u> 8/52 of 2019 Schedule C Line 31; or <u>24-Week Term:</u> 2019 Schedule C Line 31 divided by 12, multiplied by 2.5 (Ln 31/12 x 2.5)</p> | <ul style="list-style-type: none"> • Copies of checks cleared through bank or Screenshots of online transfers made to owner • If personal/business bank account the same, must show that the funds were used during the loan term through bank statements • Copy of Schedule C as filed with The IRS, not the draft Schedule C • Copy of bank statements |
| <p>Payroll Compensation <i>For employees residing in the US, gross salary, gross wages, gross tips, gross commissions, paid leave (vacation, family, medical or sick leave), and allowances for dismissal or separation. This may include bonus; hazard pay; and salaries to furloughed employees. Up to the first \$100,000 in salary annualized per employees.</i></p> | <ul style="list-style-type: none"> • Payroll report from payroll provider • Quarterly payroll tax forms • Self-Prepared payroll report showing a breakdown of earnings by employee • Copy of bank statements |
| <p>Average FTE (Full Time Equivalency) <i>FTE counts both full-time (FT) and part-time (PT) employees. An FT employee is counted as 1.0 FTE, and a PT employee is counted by average number of hours per week divided by 40. For example, a PT employee working 32 hours would count as 0.8 FTE. SBA also offers a simplified method that assigns all PT employees as 0.5, if that is preferable.</i></p> | <ul style="list-style-type: none"> • Report showing the average number of employees during one of these periods: <ul style="list-style-type: none"> ○ 2/15/19 – 6/30/19; or ○ 1/1/20 – 2/29/20; or ○ For seasonal, select 12-week period between 5/1/19 – 9/15/19 • Report showing the average number of FTE at the end of the covered period |
| <p>State and Local Taxes <i>Unemployment and other state employment taxes paid by employer. This does not include state withholdings from employees checks.</i></p> | <ul style="list-style-type: none"> • Copy of payroll report from payroll provider • Quarterly payroll tax forms • Copy of bank statements |
| <p>Employer Sponsored Healthcare <i>Only employer paid portions are eligible; portions withheld from employee checks or paid by employees are not eligible</i></p> | <ul style="list-style-type: none"> • Copy of invoice or account statement from insurance plan clearly showing employer paid portions • Copies of checks cleared through the bank • Copy of bank statements |
| <p>Employer Sponsored Retirement Plans <i>Only employer paid portions are eligible; portions withheld from employee checks or paid by employees are not eligible</i></p> | <ul style="list-style-type: none"> • Copy of invoice or account statement from retirement plan clearly showing employer paid portions • Copies of checks cleared through the bank • Copy of bank statements |
| <p>Business Rent or Lease Payments <i>Contract must have been in place prior to February 15, 2020</i></p> | <ul style="list-style-type: none"> • Copies of checks cleared through the bank • Bank statement showing ACH withdrawal • Copy of lease agreement or statement covering February 15, 2020 |
| <p>Utilities <i>Contract must have been in place prior to February 15, 2020. Includes electric, water, internet, telephone, gas/propane, and transportation.</i></p> | <ul style="list-style-type: none"> • Copies of checks cleared through the bank • Bank statement showing ACH withdrawal • Copy of agreement or statement covering February 15, 2020 |
| <p>Interest <i>Current Interest portion on fixed debts such as commercial mortgage, commercial auto loan, small business loan. No prepayment of interest.</i></p> | <ul style="list-style-type: none"> • Monthly statement showing interest breakdown • Copies of checks cleared through the bank • Bank Statements |