

## **SBA – PPP Calculator**

**(All of the following relate to calendar year 2019 (Assuming they were in business during 2019))**

Start with 2019 from W-3 – Box 5 (Gross Wages) \$ \_\_\_\_\_

(This amount should be verified with a copy of the W-3)

Subtract amounts for those compensated in excess of \$100,000 \_\_\_\_\_

(This amount needs to be verified by a listing from the payroll system by employee and Gross Wages)

Add Employer paid Health Insurance \_\_\_\_\_

(This amount should be verified by obtaining a listing from the payroll system or a General Ledger printout or a line item on the year-end Profit/Loss statement)

Add Employer paid Retirement Benefits(Pension, Profit Sharing, 401k, etc.) \_\_\_\_\_

(This amount should be verified from payroll reports or a line item on the year-end Profit/Loss statement or general ledger total)

Add State Unemployment taxes (If borrower choses to include) \_\_\_\_\_

(This amount should be verified with Workforce reports Filed with state or separate line item on the year-end Profit/Loss statement)

**Total 2019 Qualified Payroll** \_\_\_\_\_

Divide by 12

**Average Monthly Payroll (2019)** \_\_\_\_\_

Times 2.5

**(Maximum)Requested loan amount** \$ \_\_\_\_\_

**(To be adjusted if EIDL loan is involved)**

**Full time Equivalents / Number of employees:** This number is unclear. Some accountants have calculated FTE's for clients. Others are including the number of employees as of 02/15/20, or 12/31/19 or logically, the average for 2019. (This likely the number used to determine if employees were retained for the loan forgiveness calculations)