



Paycheck Protection Program: WHAT YOU CAN DO NOW

- **The SBA has started to define the application process. You can find the current application form [here](#).**
 - Begin to familiarize yourself with the application before lenders open their applications on April 3rd, 2020.
 - **With an anticipated start of April 3, 2020**, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses.
 - **With an anticipated start of April 10, 2020**, independent contractors and self-employed individuals can apply for and receive loans to cover their payroll and other certain expenses.
- **Begin collecting the documentation we know you will need:**
 - 2019 payroll information including;
 - IRS Form 941 for all four quarters of your 2019 payroll
 - W3 and W2s for all employees for 2019
 - Company-paid portion of health insurance premiums for 2019
 - State unemployment tax returns for 2019
 - Company-paid portion of retirement plan contributions for 2019
 - Current Organizational documents including:
 - Articles of Incorporation, or Articles of Organization, or Partnership Agreement
 - Corporate Bylaws or Operating Agreement
 - Board Resolution (specific to non-profits)
 - The SBA Paycheck Protection Program Application Form
- If you've already had to reduce your workforce due to COVID-19, determine if you would like to rehire them. They will be covered if rehired by June 30.
- Identify and compile records for those expenses that can be covered by the program. (Rent/lease documents, utilities, mortgage)
- **The SBA rules continue to evolve and we will provide updates on our [site](#) as they become available.**

GinerisLtd.com

Proactive. Responsive. Accessible. Tax-Savvy.

Virtual Professionals [One Touch Away](#)