Payroll Protection Program

I. PREPARE

1. Confirm Eligibility
   - Small Business
   - Sole Proprietor
   - Independent Contractor
   - Self-Employed
   - Tribal Business Concern
   - 501(c)(3), (c)(6), (19),
   - Destination marketing and news organizations

II. APPLY

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

3. Calculate Loan Need
   - ANNUAL ELIGIBLE PAYROLL COSTS
     - RESTAURANTS & HOTELS
       - 12
       - (x 3.5)
     - ALL OTHERS
       - 12
       - (x 2.5)

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