



Wednesday, April 1, 2020

Dear Client,

We received much clarified information about the **Paycheck Protection Program** Application and process from the American Institute of CPAs and would like to share it with you. The Department of Treasury has released the Paycheck Protection Program Application and supplemental information. If you have a business impacted by the pandemic and you have not already gotten started working with a financial institution to apply for a loan we highly recommend doing so. Here are the first steps (the links to the application and guide are in the email):

- Review and complete the accompanying loan application. [See the link in the email for the application.](#)
- Review the borrower guide: [See the link in the email for the guide.](#)
- Contact your banker to ensure they are aware of program requirements. While it is now our understanding that virtually all banks and credit unions will be able to process program applications, you should verify that your bank intends to support the program.

As a reminder, funds from this program:

- Can be used for employee salaries under \$100,000, paid sick or medical leave, insurance premiums, and mortgage, rent and utility payments;
- Are 100% forgivable if used for the above purposes; and
- Are available to businesses or 501(c)(3) nonprofits with less than 500 employees, including sole-proprietors, independent contractors, and other self-employed individuals.

While the application and documentation requirements are relatively straight forward, make sure you review all the documents. Additionally, consider that the intent is to provide needed funding to business which are impacted negatively by the world-wide pandemic.

We will continue to analyze information coming from the Treasury Department and SBA, and we will provide the Administration with feedback and guidance throughout the process.

We will be pleased to hear from you at any time with questions about the above information or any other matters, related to COVID-19 or not. Please send your questions to [Relief.Q-A@sorgecpa.com](mailto:Relief.Q-A@sorgecpa.com).

We wish all of you the very best in a difficult time.

*Your Sorge CPA Team*

