Payroll Protection Program

SBA — U.S. Small Business Administration

COLORADO

I. PREPARE II. APPLY III. COMPLY

1 Confirm Eligibility

Small Business
Sole Proprietor
Independent Contractor
Self-Employed
Tribal Business Concern
501(c)(3), (19)

2 Gather Materials

Monthly payroll
Tax records
Monthly rent
Monthly utilities
Health care benefits costs

3 Calculate Loan Need

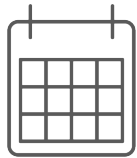$$\left(\frac{ANNUAL\ ELIGIBLE\ PAYROLL\ COSTS}{12} \right) \times 2.5$$

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

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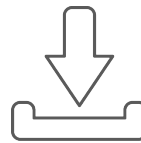
I. PREPARE → II. APPLY → III. COMPLY

1 Application Starting Date

April 3rd: Small Business and sole proprietors loans open

April 10th: Independent contractors and self-employed individuals loans open

2 Complete Application

Combine with gathered materials

Find the application on **choosecolorado.com/covid19**

3 Submit Application

To your local approved SBA Bank

Visit **sba.gov** for a full list of lenders

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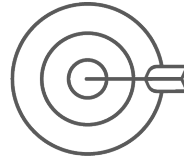
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I. PREPARE > II. APPLY > III. COMPLY

1 Pay/Document Eligible Payments

Payroll payments

Rent/mortgage payments

Utilities payments

2 Follow Guidelines

75% of total loan for payroll

8 week period for payments

June 30th payment deadline

3 Submit for Loan Forgiveness

Payroll receipts

Rent/mortgage receipts

Utilities receipts

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