Willeford Group
Business, Tax & Wealth Advisors
Securing Practice Health • Building Personal Wealth

PPP Loan Spending Guide

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Coleman, Ureda, Alford & Kaucher, P.A.

PPP Loan Proceeds Received → Week 1 → Weeks 2-4 → Weeks 4-8 → End of Covered Period

Review Loan Terms
Use our PPP Loan Decision Tree to determine next steps

Hold Money & Wait
The SBA should continue to release guidance and the ADA is requesting additional allowances for dentists.

Team Unemployment
If your employees are currently furloughed or laid off, consider leaving the status the same for the time being.

Consider Starting/Continuing the Following Payments
- Pay yourself, as the Owner, during this time
- Pay any team members that are still working or exempt employees
- Pay rent, utilities, and mortgage interest (approved non-payroll costs)

Will Your Practice Be Open in the Next 2 Weeks?

YES

Consider Paying Your Team Now
- Consider having them complete online CE
- Consider having them work on internal projects
  - What message should the office send to the community?
  - Have team provide suggestions on changes for inside the office after COVID-19
  - Have team read office manual and sign/date

NO

Consider Accepting Loan for Working Capital and Partial Forgiveness
- To help maximize your loan forgiveness, start paying your team ASAP (even if the office is not yet open).
- If you are willing to have the funds as a loan, you may be able to continue to keep your team on unemployment. You would then have the funds available to use when it is time to bring your team back (to be paid back to your SBA lender over 2-year term).

Request Loan Forgiveness
Contact your SBA lender to start forgiveness process.

Sample Documentation Required for Loan Forgiveness
- Verification of full-time equivalent employees and pay rates
- Payments on covered payroll costs
  - Salary, wages, commissions
  - Retirement plan benefits
  - Group healthcare benefits
  - State and local taxes assessed on wages
- Payments on eligible mortgages
- Payments on eligible leases (may require lease agreements)
- Payments on eligible utilities
  - electricity, gas, water, telephone, and internet

Lender Decides on Forgiveness Amount
Once documentation is submitted, the lender has 60 days to make a decision on the loan forgiveness.

Want to Estimate Your Loan Forgiveness?
Use our PPP Loan Forgiveness Calculator to help you make the best decisions.

Every effort is made to provide accurate and complete information in our Firm's publications. This information is being provided as a courtesy to our clients and is based on the best of our knowledge at the time. Please understand the coronavirus situation and related bills are an ever evolving situation. The bills are being interpreted and adjusted by various agencies on a frequent basis. Thus, we cannot guarantee that this information remains up-to-date.