

PAYCHECK PROTECTION PROGRAM WORKSHEET

2019 Wages, Tips and other compensation (1)	
Less: Compensation over \$100,000/employee (2)	\$ _____
Less: Compensation to foreign employees	\$ _____

A. 2019 Adjusted Wages	\$ _____
B. Add: Employer Profit Sharing Contributions for 2019 (3)	\$ _____
C. Add: Wisconsin Unemployment Tax Payments	\$ _____
D. Add: Group Health Care Premiums Paid (4)	\$ _____
Total Eligible Payroll Costs (A + B + C + D)	\$ _____
Average Monthly Payroll (Total Eligible Payroll Costs / 12)	\$ _____
Maximum Loan Value (Average Monthly Payroll x 2.5)	\$ _____

Footnotes:

Supporting Documentation

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| <p>(1) <i>Wages, Tips and other compensation includes:</i></p> <ul style="list-style-type: none"> a) <i>Hourly Wages</i> b) <i>Salary Wages</i> c) <i>Commissions</i> d) <i>Tips and equivalents</i> e) <i>Vacation, Parental, Medical or Sick Leave</i> | <ul style="list-style-type: none"> <input type="checkbox"/> <i>941 Statements for all quarters of 2019</i> <input type="checkbox"/> <i>940 and/or 943 Statements</i> <input type="checkbox"/> <i>W-3 Statement</i> <input type="checkbox"/> <i>W-2 Statements for foreign employees</i> <input type="checkbox"/> <i>For Sole Proprietor, must provide 2019 Tax Return Schedule C</i> <input type="checkbox"/> <i>For Independent Contractors must provide copy of 1099-Misc</i> <input type="checkbox"/> <i>Tax Returns or Accountant prepared financials</i> |
| <p>(2) <i>Comp in excess of \$100,000 is calculated by taking the following: Sum of wages paid to employees with comp greater than \$100,000 less the number of employees times \$100,000. For example: 8 employees have a salary over \$100,000 for a total of \$1,000,000. From that, subtract 8 times \$100,000 or \$800,000. The Total Comp in Excess of \$100,000 is \$200,000.</i></p> | <ul style="list-style-type: none"> <input type="checkbox"/> <i>W-2 Statement for each employee with comp greater than \$100,000 OR</i> <input type="checkbox"/> <i>Payroll Report for all Employees showing Gross Wages</i> |
| <p>(3) <i>Employer portions of contributions to a formal 401K, SEP, or other qualified retirement program</i></p> | <ul style="list-style-type: none"> <input type="checkbox"/> <i>Retirement Plan contribution summary report</i> <input type="checkbox"/> <i>Company report/ledger detail showing employer contribution</i> |
| <p>(4) <i>Includes group health care benefits. Does not include dental or vision plans. The amount must net out the employee paid portion of the premium.</i></p> | <ul style="list-style-type: none"> <input type="checkbox"/> <i>Vender Payment Report. Must show payment less employee paid portion</i> <input type="checkbox"/> <i>Group Health monthly statements</i> <input type="checkbox"/> <i>2019 Income Statement showing Group Health Expense detail</i> |