

Preparing to Apply for PPP Round 2.0



- 1. Run comparative income statement with quarterly comparative results.** Companies demonstrating a 25% or more reduction in gross receipts in any quarter from 2019 to 2020 are eligible to apply.
- 2. Gather head count numbers for 2019 and 2020 from your payroll provider.** Companies with 300 or fewer employees are eligible to apply. For restaurants and other with an NAICS code starting with 72, the 300-employee limit is for each location.
- 3. Gather 2019 and 2020 payroll reports from your payroll provider.**
- 4. Gather 2019 and 2020 forms 941, 940 and State Unemployment tax returns.**
- 5. Gather 2019 and 2020 health benefit bills (health insurance, group life and disability, vision and dental).**
- 6. Gather 2019 and 2020 employer retirement plan contributions.**