Payroll Protection Program

I. PREPARE

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
   - \( \frac{\text{ANNUAL ELIGIBLE PAYROLL COSTS}}{12} \times 2.5 \)

II. APPLY

III. COMPLY

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

1. Application
   Starting Date

   April 3rd: Small Business and sole proprietors loans open

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

II. APPLY

2. Complete Application
   Combine with gathered materials
   Find the application on choosecolorado.com/covid19

III. COMPLY

3. Submit Application
   To your local approved SBA Bank
   Visit sba.gov/PPP for a full list of lenders

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

1. Pay/Document Eligible Payments
   - Payroll payments
   - Rent/mortgage payments
   - Utilities payments

II. APPLY

2. Follow Guidelines
   - 75% of total loan for payroll
   - 8 week period for payments
   - June 30th payment deadline

III. COMPLY

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.