



# Payroll Protection Program



## 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

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

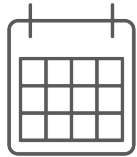
See [sba.gov/ppp](https://www.sba.gov/ppp) for more details on eligibility, materials, and eligible payroll costs.



# Payroll Protection Program



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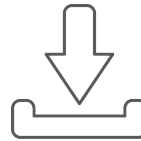


### 1 Application Starting Date

**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](https://choosecolorado.com/covid19)

## III. COMPLY



### 3 Submit Application

To your local approved SBA Bank

Visit [sba.gov](https://sba.gov) for a full list of lenders

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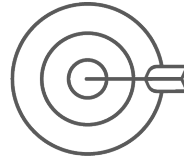
## II. APPLY

## 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](https://www.sba.gov/ppp) for more details on eligibility, materials, and eligible payroll costs.