INSTRUCTIONS FOR USING CNPE'S EXCEL WORKSHEET FOR 'PAYROLL COSTS SUPPORTING APPLICATION FOR SBA PAYCHECK PROTECTION PROGRAM, (EMERGENCY SECTION 7(a) LOAN)'

The Center for Nonprofit Excellence prepared this Excel worksheet to help nonprofits collect and present the payroll data they need to apply for the U.S. Small Business Administration's **Paycheck Protection Program** (PPP), created as part of the Coronavirus Aid, Relief and Economic Security (CARES) Act. We designed this form based on the best information we had as of March 31, 2020. It is **not** an official form of either the U.S. Treasury Department or the Small Business Administration. You should complete this form and give it to your banker along with a completed Paycheck Protection Program Application Form, which you can find here.

Why does this worksheet have so much detail? The SBA PPP Application Form asks for only your average monthly payroll and the number of people you employ. But to get your loan forgiven after June 30, 2020, you will need to be able to verify the number of people you still employ, their compensation, and whether it changed. So you will find this form useful not only in applying for your loan, but in verifying that you qualify to have it forgiven.

CNPE cannot guarantee the accuracy of the formulas used in this Excel worksheet. You should use it to organize your payroll data, but you should not treat it as accounting or legal advice. Check your entries for accuracy and sense. Federal law imposes criminal penalties for submitting false data on loan applications.

INSTRUCTIONS

- Insert your organization's name by typing over "[NAME OF ORGANIZATION]" in Cell B3.
- Insert the date by typing over "[DATE], 2020" in Cell B4.
- Wait to insert the "Amount Applied For" in Cell B5 until you enter all your data. You can apply for 2.5 times your average monthly payroll costs for 2019. That is the number the worksheet computes for you. Be sure to enter this amount before showing it to your banker.
- **Employee-specific data**
  - This form starts with enough data rows for five employees. If you employed five or fewer people in 2019, you do not need to change the form before completing it.
  - If you employed six or more employees in 2019, you will need to copy existing blocks of rows enough times to allow data for each employee. We recommend that you copy five or ten rows at a time, such as Rows 10-14 or Rows 10-19. To do that, highlight all the cells in the rows you want to copy, from Columns A to O. Right click and choose "Copy." Then right-click on Row 35, which is yellow and warns you to add employees above it. Then choose "Insert Copied Cells" (and, if prompted, "Shift Cells Down"). Repeat as needed (always inserting above the yellow row, which will keep moving down) until you have five rows for each person whose payroll data you want to capture.
  - If you have employee numbers (other than Social Security numbers) for employees, we suggest using them instead of employee names to preserve confidentiality. Simply type each employee's name or number over the bold "**[EMPLOYEE NAME/NUMBER]**" text.
  - For each employee, you will want to capture whether they were full-time (FT), part-time (PT), or a contract worker (1099) in Column B. This data will be useful when establishing your right to loan forgiveness.
  - The PPP does not let you count any employee compensation over $100,000 per year. So, the formulas to sum employee data in Column O will max out at $100,000, even if the summed-up data exceeds $100,000.
- **Aggregate Costs Paid by Employer:** You do not need to set out specific amounts you paid on behalf of each employee for 401(k) / 403(b) contributions, healthcare, or state unemployment taxes. You do get to count those amounts when computing your monthly average payroll costs. Enter aggregate monthly amounts for each of those costs in the rows and cells provided.
- When done entering your data, you will have both your Average Monthly Payroll and your Loan Amount. You can copy the Loan Amount into Cell B5. You will need both pieces of data for your PPP Application.
- Printing tip: When printing, instead of "No Scaling," choose "Fit All Columns on One Page." It will fit better.