



**ABC Company and Associates**  
**PPP Loan Forgiveness Calculation Form**

Business Legal Name ("Borrower")	DBA or Tradename	
ABC Company and Associates	McDonald's	
Business Address	Business TIN (EIN, SSN)	Business Phone
2393 Flying Horse Club Drive Colorado Springs, CO 80921	12-3456789	719-387-9800
	Primary Contact	Email Address
	Ronald McDonald	ronnie@reallylongdomain.com

<b>SBA Loan Number</b>	123456	<b>Lender PPP Loan Number</b>	123456
<b>PPP Loan Amount</b>	350,000	<b>PPP Disbursement Date</b>	4/15/2020
<b>Employees at Time of Loan Application</b>			25
<b>Employees at Time of Forgiveness Application</b>			25
<b>EIDL Advance Amount</b>	10,000	<b>EIDL Application Number</b>	123456
<b>Payroll Schedule</b>	Biweekly		
<b>Covered Period</b>	4/14/2020 to 6/8/2020		
<b>Alternative Payroll Covered Period</b>	4/14/2020 to 6/8/2020		
<b>Borrower received PPP loans in excess of \$2 million</b>			No

**Forgiveness Amount Calculation**

**Payroll and Nonpayroll Costs**

Line 1	Payroll Costs (PPP Sched A, Line 10)	254,145
Line 2	Business Mortgage Interest Payments	2,200
Line 3	Business Rent or Lease Payments	34,008
Line 4	Business Utility Payments	4,800

**Adjustments for Full-Time Equivalent (FTE) and Salary/Hourly Wage Reduction**

Line 5	Salary/Hourly Wage Reduction (PPP Sched A, Line 3)	0
Line 6	Add Lines 1, 2, 3 and 4, then Subtract Line 5	295,153
Line 7	FTE Reduction Quotient (PPP Sched A, Line 13)	1.0

**Potential Forgiveness Amounts**

Line 8	Modified Total (Multiply Line 6 by Line 7)	295,153
Line 9	PPP Loan Amount	350,000
Line 10	Payroll Cost 75% Requirement (Divide Line 1 by 0.75)	338,860

**Forgiveness Amount**

Line 11	Forgiveness Amount (Smallest of Lines 8, 9 and 10)	<b>295,153</b>
---------	--	----------------

No assurance is provided. These calculations are for management use only.