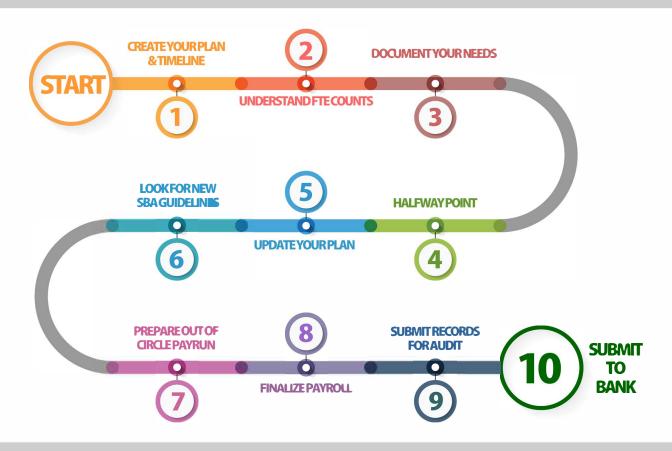


10WeekPPPLoan Forgiveness TRACKING TOOL



Create Your Plan & Timeline

Determine your covered period
Establish a timeline and know your end date

Establish a timeline and know your end date Alert payroll company about the timeline Use the Estimator spreadsheet

Understand FTE Counts

Calculate your company's baseline
Full Time Equivalents (FTEs)
Review rehire procedures
Begin storing your documentation File upload to your CPA

Document Your Needs

Create your "Certification of Necessity" document
Discuss with payroll company an "extra/off cycle" payroll run
Begin printing reports for payroll, utilities and rent

Halfway Point

Recap and review current plan
Examine FTE benchmark to determine staffing changes
Follow your timeline & reassess

Update Your Plan
Update your action plan with the first four week data
Run second half projections
Clearly define needed FTE counts

Look for New SBA Guidelines

Review all SBA & Treasury updates Final plan of FTE headcount for remaining time Update your documentation/records

Prepare Out-Of-Cycle Payrun

Work with payroll vendor to execute additional pay cycle (if needed)
Review cash flow
Update payroll, rent & utility records

Finalize Payroll

Review & finalize payroll for remaining time Begin forgiveness file Upload leases, payroll reports and canceled checks

Submit Records for Audit

Upload remaining records to dient portal CPA review of records Finalize compliance file for loan forgiveness

Submit to Bank

Submit compliance file to lender Discuss end-of-year planning Review cash flow Discuss NOL rules & Family First tax credits Review retirement plans