1. What to Do If You Get Approved for a PPP Loan | Bench Accounting - YouTube

<https://www.youtube.com/watch?v=WAtQ6TUy3uU>

Transcript:

 okay hi everyone its Oscar from bench accounting and in this video I'm gonna be talking about what are some of the steps you can take once you've been approved for the PPP now first of all great news you've made it through the application process however there are a few things that you should do from here because from now that the game is all about how do you get this loan to be forgiven to be turned into that non-taxable grant and to make sure you don't have to pay it back the first thing you want to do is connect with

 your employees you know you're gonna fall into two two sort of buckets here first of all the first bucket is that you've managed to kind of keep everyone on payroll so far you have not to let anyone go in which case that's fine you just want it you just want to be maintaining that same payroll over the next eight weeks or you're gonna fall into the second category where you know you've had to as a result of you know the shutdown and everything else you have had to let go of employees or furlough them over the last sort of few

 weeks now if you fall into into the second category you're going to want to get in touch with those those employees and get them back on payroll as in order to qualify for forgiveness at the end of the eight weeks your payroll cost needs to be the same as what they were sort of this time last year now don't worry if they don't necessarily have the same sort of job role to do as that's kind of missing the point of of the of the program which is really just about making sure that money is still getting

 to them this is a great opportunity to be kind of looking at projects that were maybe on the back burner beforehand or or even projects that will put you in a great position sort of post kovat so definitely have a think about that but one thing you do want to do is make sure that they're not claiming unemployment benefits because the PPP and those unemployment benefits they don't mix now once you have done have sorted out your your head counts and your payroll costs another great idea is to open up a

 separate bank account for the loan proceeds to go in now as you know for forgiveness you have to keep really good records and display exactly where you've been spending that money now remember you have to use at least 75% of the loan on those payroll costs but then you have up to 25% that you can spend on things like mortgage interest on utilities on rent rent agreements lease agreements all those sorts of things so if you can put all the loan proceeds into a separate bank account it's gonna really help you keep

 a track of where that money was spent however if you fall into sort of the category which is gonna be most business owners where you're not just using a debit card to run your business you are gonna need to make sure that you have bullet proof bookkeeping and record-keeping and this is gonna be my sort of third point here which is make sure you are on top of that bookkeeping now in order to make that sort of forgiveness procede process go as smoothly as possible you're gonna want to know exactly where

 and when you spent that money how much it was who it was to what the category or so you how so yeah well the category of that expense was you're going to want to keep track of all receipts of invoices any sort of official notices of sale all those sort of things that kind of fall into really good bookkeeping and if you need any help with that we can of course help you here at bench so do give us a call now the advantage of having such good bookkeeping is it's gonna make all that sort of that forgiveness

 process go as quickly as possible it's gonna boost your chances for success so it's really important that you take that seriously over the eight-week period for the loan now once you've kind of done all that and you have gone through the eight weeks bolon you've kept fantastic record-keeping and you then need to apply directly to your lender to your bank if it is your bank for for that forgiveness now we don't know exactly what that looks like yet or what the application form looks like and and we suspect it's

 going to be different for different institutions what we do know is that once you've come to the end of that eight-week period after this after the disbursement of the loan you need to apply proactively for that forgiveness now one thing I'm just going to kind of throw into the mix here is as part of your kind of next steps is that a lot of business owners including a ton of bench clients will have applied for the PPP using maybe 2019 tax forms that haven't necessarily been filed yet or maybe just

 using financials from 2019 in which case this is still a great time over the next few weeks to actually get on top of your 2019 taxes and get them filed if you haven't already you know if you qualify for a refund it means you'll get it sooner and that could be another fantastic sort of injection of cash to help you through the coming weeks and months so you know we're advising all our clients definitely get on top of finding that tax return you obviously you know that the extension sorry the deadline has been extended out until

 July 15th but the earlier you get that done the better and again if you do need help we can help you file your taxes through bench tax so again do reach out to give us a call if you need some support there but that's all for this video those are some of the steps you should be taking post PPP approval thanks very much for watching