1. How to Apply for Your First PPP Loan As An S-Corporation or C-Corporation - YouTube

<https://www.youtube.com/watch?v=Et_N7VgN5Hw>

Transcript:

hello everyone my name is noor and i'm a member of the client research team at bench accounting today i'll be going over how to apply for your ppp loan as a first-time borrower this application walkthrough is specifically for s and c corporations let's begin so start by selecting the business structure that best represents your business in this case choose s corporation or c corporation as indicated in the red marker you are then required to provide both your business legal name and your dba or trade name if applicable

your business legal name is found on any government forms a dba or trade name is what appears on bank statements or invoices if it's different than your business legal name your business address is also found in these documents you can then find your naics code on a website like naics.com these co these codes are self-assigned meaning you pick the code that best suits your business rather than having one assigned to you later on you're going to be adding your employer identification number or your social security number

these would be found on previous tax returns then provide the name business phone and email address of the primary contact for the application this will be who all future communications are directed to this next section is going to be how we calculate and determine your eligible loan amount so your loan amount calculation starts with finding your average monthly payroll costs your average monthly payroll cost can be calculated using one of the following it's either going to be the calendar year of 2020 or it's going to be the calendar year of

2019. once you've chosen the time period you want to use you'll add up the payroll costs for all employees whose principal place of residence is in the united states keep in mind that payroll costs include salaries wages commissions or tips employee benefits including paid leave allowance for separation or dismissal health care benefits including insurance premiums and retirement benefits and state and local taxes you will then subtract any compensation pay to an employee in excess of one hundred thousand dollars

this step is required because the ppp sets a cap on salaries of one hundred thousands per employee for example if you have two employees earning one hundred and twenty thousand dollars over the year subtract forty thousand dollars for your payroll total you can then divide the total amount of your net profit after adding all the amounts that listed above like listed earlier by 12 by 12 months and put it in the average monthly payroll box over here once you have your average monthly payroll cost multiply that by 2.5

and this will be the loan request amount over here and once once you have that amount you have to add up all the employees across all locations and affiliates and put it on the number of employees box so for the purpose of the loan you need to check all the all boxes that apply so if you're going to be using the ppp loan for your rent or a mortgage interest you'd have to take that for utilities payroll costs cover property damage covered supplier cost etc and the next slide would be filling in all the owner's ownership percentages this would

be for the list of all the members of the ownership that hold 20 or more of the business so you just have to add all the information that's stated in the application we will then reach the questionnaire section answer each question and initial where indicated just keep in mind that answering questions answering yes to questions number one two five or six will mean you are ineligible for a ppp loan the numbers are one two five or six after that we're gonna reach this page so that's gonna be page two of the

application form there are ten statements each statement must be signed to certify you're applying in good faith that these statements apply to your business so signing any of these statements later found on true can result in penalties through imprisonment or fines after filling in all this information you'll be able to submit your application through your lender's lenders portal of course there's an exception that they request for their documentation as each lender varies so do keep in mind that whenever you are

at the last page or the last um step of your application you have to check back after you submit it to see if there are any pending tasks because this could hinder the process of your application getting approved so keep them keep on top of your email address like email notifications and keep checking your portal to see if there are any missing documents that you need to submit and this is going to be the end of our walkthrough good luck with your application