



U.S. Small Business
Administration

Payroll Protection Program



I. PREPARE



1 Confirm Eligibility

Small Business
Sole Proprietor
Independent Contractor
Self-Employed
Tribal Business Concern
501(c)(3), (19)

II. APPLY



2 Gather Materials

Monthly payroll
Tax records
Monthly rent
Monthly utilities
Health care benefits costs

III. COMPLY



3 Calculate Loan Need

$$\left(\frac{\text{ANNUAL ELIGIBLE PAYROLL COSTS}}{12} \right) \times 2.5$$

See [sba.gov/ppp](https://www.sba.gov/ppp) for more details on eligibility, materials, and eligible payroll costs.



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I. PREPARE

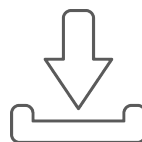


1 Application Starting Date

April 3rd: Small Business and sole proprietors loans open

April 10th: Independent contractors and self-employed individuals loans open

II. APPLY



2 Complete Application

Combine with gathered materials

Find the application on
choosecolorado.com/covid19

III. COMPLY



3 Submit Application

To your local approved
SBA Bank

Visit **sba.gov** for a full list
of lenders

See **sba.gov/ppp** for more details on eligibility, materials, and eligible payroll costs.



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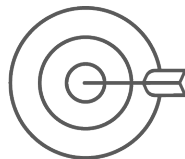
I. PREPARE



1 Pay/Document Eligible Payments

Payroll payments
Rent/mortgage payments
Utilities payments

II. APPLY



2 Follow Guidelines

75% of total loan for payroll
8 week period for payments
June 30th payment deadline

III. COMPLY



3 Submit for Loan Forgiveness

Payroll receipts
Rent/mortgage receipts
Utilities receipts

See [sba.gov/ppp](https://www.sba.gov/ppp) for more details on eligibility, materials, and eligible payroll costs.