

PAYCHECK PROTECTION Action Plan



In this section, you will find the urgent actions you need to take as soon as possible to ensure you get funding. These action plans summarize the most important best practices in a format that makes it easy for you to assign actions to different team members along with a timeline for completion. We recommend that you review the action plans with your leadership team and customize them for your business.

Disclosure: This document is provided for information purposes only and is not intended as legal, tax, medical or any other professional advice. The document is provided “as is” and without any representations and warranties of any kind. Businesses should consult with their own legal and other professional advisors to determine their legal obligations in response to the Covid-19 crisis. Bottom line, we’re passing on what we have learned, in an attempt to help you, but you need to listen to your advisors because we don’t have all the information relevant to your business.

Paycheck Protection Program ACTION PLAN

Action	Who	When
Visit Paycheck Protection Planner to get free tools and resources to get funded faster		
Review the Paycheck Protection Planner with your leadership team and advisors		
Send the Guide to Applying for PPP Loan to your leadership team and financial advisors and ask them to gather all loan documentation		
Complete the loan application form and borrower information sheet and deliver to your local FDIC lender who is participating in the program		
Calculate how much you can borrow through the Paycheck Protection Program. Guide to Calculating Max Loan Amount		
Use the Corona Calculator to determine the maximum amount you can borrow and learn how you can get the entire loan forgiven.		
Review the Corona Crisis Playbook with your leadership team to discover best practices to survive during the crisis and thrive through the recovery		
Calculate possible reductions to your loan forgiveness amount. Guide to Loan Forgiveness		
Document your payroll and operating expenses		