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PPP Loan Calculation Instructions for Swim Clubs

Please gather the following documents and send to us in PDF format along with the attached PDF fillable PPP Application. Please send all requests to PPPRESPONSE@hjerpecpa.com.

Make sure to complete the application except for the payroll section and signature. We will ask you to sign once completed and then you can send the application along with the completed calculation documents to your bank.

- Copy of W-3 and W-2's for 2019
- Payroll Summary as of or around 2-15-20
- Form 940 for 2019 or 941's for all four quarters of 2019
- Any group health or retirement amounts paid for 2019. (We will need documentation proving the amounts paid for 2019)
- Page 1 of the most recently filed tax return
- Board Resolution approving the transaction and appointing an individual to execute documents

Please note that we are not acting as the Agent for your PPP loan application. It will be the Swim Club's responsibility to facilitate a banking relationship and submit the completed documents directly to the banker.

Sincerely,

Hjerpe & Tennison CPAS, LLC