# PPP Loan Calculator Instructions

1. Enter to the total gross payroll off of your payroll report for the preceding 12 months (or January and February). Keep the report for supporting documentation
2. Enter the total health insurance premiums you paid for the prior 12 month period (or January and February), less any employee withholdings for health insurance on your payroll report.
3. Enter the total retirement amounts you paid for the prior 12 month period (or January and February), less any employee withholdings for retirement on your payroll report.
4. State and local tax withholdings are already a part of Gross Payroll, so skip this line.
5. Review your payroll report. Enter each person in this section that makes more than $100,000 annually. Type in (as negative numbers) their gross payroll from the payroll report.
6. Put the same people in this section, plus add any self-employed persons. Enter their amount of pay or income up to $100,000 prorated for the number of months in the calculation.
7. Make sure to adjust the number of months to the number of months of payroll that you are using to calculate the average.