



PPP Loan Forgiveness – Reporting

As of 6.6.2020



Providing applicable payroll cost data

Gross wages, state and local taxes, employer benefit and retirement contribution amounts are all considered as applicable payroll costs when it comes to the calculation of and forgiveness for PPP loans. **To provide this data for either the initial loan application or when trying to provide data for forgiveness follow the below.**

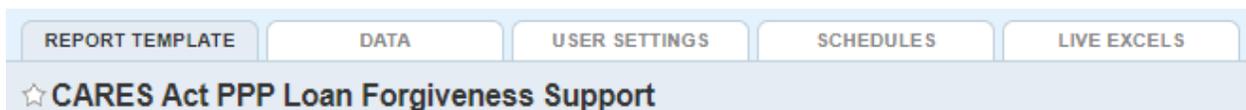
1. Login into the Engage Manager Portal
2. Navigate to Informer by using the search bar at the top right of your home page.



3. Once you've entered the Informer Ad Hoc Reporting application use the **search bar and search for the terms "Cares"**. **The Cares Act PPP Loan Forgiveness Support will display**. Click the report title.



4. Once the report form has opened choose the data tab in the top ribbon.



5. Input the runtime parameters specifically the Pay Period End Date Range for your desired results. Note you do not need to enter the Control Group Company or Company ID fields as the data will pull from the companies you already have access to.

CARES Act PPP Loan Forgiveness Support
 Report Results
 no description provided

Report Results Analytics Charting

▼ Runtime Parameters

Control Group Company equals

or Company ID (Indexed) exactly matches Ignore case

Period End inclusive between -

Report Results

6. For data to complete the Schedule A for the PPP Loan Forgiveness Application please follow the below.
 - a. **Line 1 Cash Compensation** – Pull the total from the column “Gross Wages (Total)”
 - b. **Line 6 Total amount paid by Borrower for employer contributions for employee health insurance** – Pull the total from the “Benefits Premium (Total)”
 - c. **Line 7 Total amount paid by Borrower for employer contributions to employee retirement plans** – Pull the total from columns “Employer Retirement Match (Total)” and “401K Retirement: Non-Elective Match (Total)”
 - d. **Line 8 Total amount paid by borrower for employer state and local taxes assessed on employee compensation** – Pull the total from column “State and Local Taxes Billed (Total)”

Assisting with FTE Count

To assist with obtaining the FTE Count access the **CARES PPP Forgiveness Hours Paid report in Informer**. Follow the steps 1 through 3 under the Providing applicable payroll cost data section of this document (above). This report will provide a summary of hours paid to each employee paid during the entered period end date range.

CARES PPP Forgiveness Hours Paid

1. After accessing the report and selecting the Data tab in the top ribbon input the period end date range for which you wish to see a summary of hours. Note you do not need to enter the Control Group Company or Company ID fields as the data will pull from the companies you already have access to.

CARES PPP Forgiveness Hours Paid
 Report Results
 Run for pay dates encompassed in the 8 week period that PPP funds applied to for loan forgiveness

Report Results Analytics Charting

▼ Runtime Parameters

Control Group Company equals

or Company ID (Indexed) exactly matches Ignore case

Period End inclusive between * -

Report Results

2. The report will return results for each employee paid hours during the period entered along with the total hours paid. **This data can then be used to calculate the FTE.**