

SAMPLE WEEKLY PPP LOAN DISBURSEMENT FORM

PAYROLL COSTS

1.	Gross employee salaries, wages, commissions, tips, bonuses	\$
2.	State and local income taxes paid by employer on above salaries, wages, commissions, tips, bonuses	\$
3.	Retirement contributions paid by employer for employees	\$
4.	Group employee benefits paid for vacation, parental, family, medical or sick leave, or separation or dismissal	\$
5.	Group health insurance premiums/contributions paid for employees	\$
6.	Owner/Partner compensation replacement	\$
	TOTAL ELIGIBLE PAYROLL COST FOR THIS PAY PERIOD	\$

NON-PAYROLL (BUSINESS) COSTS

1.	Payments of interest on business mortgage/secured obligations	\$
2.	Rent payments	\$
3.	Lease payments on equipment and other personal property Computer system Copiers Telephone system Office equipment Vehicles Other	
4.	Business utility payments: Gas Electric Water Transportation Telephone Internet	\$ \$ \$ \$ \$ \$ \$
	TOTAL ELIGIBLE NON-PAYROLL COSTS FOR THIS PAY PERIOD	\$