



Dear Valued Client,

In our continued effort to assist during these challenging times, we are excited to share the release of our "CARES SBA Average Monthly Payroll Report" to assist you with your loan application under the Paycheck Protection Program of the CARES Act.

The Paycheck Protection Program allows eligible employers to apply for a loan through a bank or other SBA authorized lender to obtain funds to cover their payroll and other qualifying expenses for 8 weeks. The maximum amount of the loan is 250% of an employer's average monthly payroll expense capped at \$10 million. Items that can be included in the average monthly payroll expense include:

- Wages and compensation up to a \$100,000 annualized cap per employee
- State and local employer taxes
- Employer contributions to employee retirement plans
- Employer costs to maintain employee health insurance

Viventium's "CARES SBA Average Monthly Payroll Report" provides the payroll expenses that can be included in the loan application as well as an average monthly expense based on the number of months entered in the report parameters.

To access the report in Viventium:

- Navigate to the Reports Library
 - In the search field, enter "CARES SBA Average Monthly Payroll Report" and select the report
 - Enter the required parameters
 - From Date (Refer to SBA guidelines for what this date should be)
 - Number of Months (to be reflected on the report starting from the "From Date". This will usually be 12, unless SBA exceptions apply.)
 - Employer health insurance memo codes (that you have used to record employer health insurance costs)
 - Employer retirement match memo codes (that you have used to record employer retirement match contributions)
 - Click Run report
- *Note: The current report supports single division companies, a multi-division version will be available later today.

For more information on the Paycheck Protection Program, check out our [SBA Loans Under the CARES Act](#) "Fact Sheet" and [Understanding the CARES SBA Average Monthly Payroll Report](#) found on the [Viventium Coronavirus \(COVID-19\) Update Center](#).

Please join us on Tuesday, April 7 at 2:00 PM EDT, to learn how Viventium supports your COVID-19 Tax Credits and SBA loan application payroll data.

[Register Now](#)

In it with you,

The Viventium Team