

SAMPLE WEEKLY PPP LOAN DISBURSEMENT FORM

PAYROLL COSTS

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

NON-PAYROLL (OVERHEAD/OPERATING) COSTS

1.	Payments of interest on business mortgage obligations	\$
2.	Rent payments	\$
3.	Business utility payments:	
	Gas	\$
	Electric	\$
	Water	\$
	Sewer	\$
	Telephone	\$
	Internet	\$
	TOTAL ELIGIBLE NON-PAYROLL COSTS FOR THIS PAY PERIOD	\$

**AMOUNTS SPENT ON OTHER COSTS
NOT ELGIBLE FOR FORGIVENESS**

1.		\$
2.		\$
	TOTAL SPENT ON NON-FORGIVEABLE COSTS	\$