

PPP Forgiveness Data Report Explained: 2021 Forgiveness

General Note: Here, you’ll find some key info to help you quickly understand the report. For full details, please see the [PPP Instructions](#).

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B	C	E	F	G	H	I	J	K	L	M	N	P	Q	R	S	T
Client Number	Client Name	Employee Name	Last 4 of SSN	Payroll Costs				FTE Information					Wage Reduction Information			
Company ID	Company Name	Employees Name	Employee Identifier	Cash Compensation	Employer State/ Local Taxes Assessed	Employer Retirement Benefit Costs	Employer Health Benefit Costs	Employee Pay Type	Employee Full-time/Part-time Status	Avg. Payroll Hours Per Week Entered in Payroll	FTEs Based on Payroll Hours INFORMATIONAL	Avg. FTEs Simplified Method	Over 100K for any 2019 Pay Period	Elapsed Covered Period Wage Reductions	Reference Quarter Wages	Covered Period Wages
17082625	Bryce's Dog Park	Barrow, Lindsey	*****1111	\$9,088.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$9,088.00
17082625	Bryce's Dog Park	Bernice, Elizabeth	*****1112	\$4,273.50	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,273.50
17082625	Bryce's Dog Park	Brown, Jefferson	*****1113	\$1,240.00	\$31.76	\$24.80		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,240.00
17082625	Bryce's Dog Park	Chef, Swedish	*****1114	\$2,600.00	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	Yes			\$2,600.00
17082625	Bryce's Dog Park	Clemons, Lori	*****1115	\$1,998.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	No	\$0.00	\$0.00	\$1,998.00
17082625	Bryce's Dog Park	Dixon, Daryl	*****1116	\$2,788.80	\$0.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$2,788.80
17082625	Bryce's Dog Park	Dolce, Charles	*****1117	\$1,500.00	\$27.00	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,500.00
17082625	Bryce's Dog Park	Gatto, Stephanie	*****1118	\$4,000.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,000.00
17082625	Bryce's Dog Park	Goodman, Nelisha	*****1119	\$4,000.00	\$0.00	\$120.00		Hourly	Full Time	12.44	0.3	0.5	Yes			\$4,000.00
17082625	Bryce's Dog Park	Jones, Elisa	*****1120	\$1,840.00	\$0.00	\$55.20		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,840.00
17082625	Bryce's Dog Park	McGee, Rachel	*****1121	\$960.00	\$24.20	\$0.00		Hourly	Full Time	12.44	0.3	0.5	No	\$0.00	\$0.00	\$960.00
17082625	Bryce's Dog Park	Murphy, Katie	*****1122	\$1,680.00	\$7.56	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,680.00
17082625	Bryce's Dog Park	Newman, Walter	*****1123	\$4,050.00	\$0.00	\$0.00		Salary		0.00	0.0	1.0	Yes			\$4,050.00
17082625	Bryce's Dog Park	Reichman, Andrew	*****1124	\$1,090.00	\$26.00	\$0.00		Salary	Full Time	0.00	0.0	1.0	No	\$0.00	\$0.00	\$1,090.00
17082625	Bryce's Dog Park	Rupp, Jennifer	*****1125	\$1,232.00	\$33.26	\$0.00		Hourly		12.44	0.3	0.5	No	\$0.00	\$0.00	\$1,232.00
17082625	Bryce's Dog Park	Subtotal		\$42,340.30	\$149.78	\$200.00						10.5		\$0.00	\$0.00	\$42,340.30
		Total		\$42,340.30	\$149.78	\$200.00						10.5		\$0.00	\$0.00	\$42,340.30

1. Cash Compensation

Includes salary, vacation, leave (sick, parental, family, and medical), severance pay, wages, commissions or similar compensation, hazard pay, bonuses, and cash tips or the equivalent. Not included: non-cash fringe benefits like company cell phones. Wages paid under FFCRA or used toward Employee Retention Credit are also excluded – these are not eligible for forgiveness. Each employee’s cash compensation is capped at \$100,000 annualized for your covered period.

Wages eligible for forgiveness include both:

- Wages paid on a check date during the covered period (even if earned before the covered period)
- Wages earned during the covered period, but paid afterward

2. Other Payroll Costs

Columns H through J come from processed payrolls. Here are a few highlights:

- Taxes (column H) are generated based on payroll processing.
- If employer retirement costs are tracked through payroll, these display in column I.
- If you use Paychex Insurance Agency for Health and Benefits, these expenses display in column J. Healthcare expenses used toward FFCRA or Employee Retention Credit are subtracted. If you don’t use Paychex Insurance Agency, this may be a negative number.

3. Full-Time Equivalents (FTEs)

The Estimator and report use the Avg. FTEs Simplified Method, found in column P. For detailed information on FTE calculations, see the [PPP Forgiveness Instructions](#).

4. Over 100K for Any 2019 Pay Period

Employees marked “Yes” earned an **annualized** amount of more than \$100k in **any** pay period in 2019 (for example, they were paid over \$1923.07 in any one-week pay period or \$3846.15 in a two-week pay period). When this is true, these employees are not evaluated for wage reductions.

5. Elapsed Covered Period Wage Reductions

This is the amount that wages or salaries were reduced in excess of 25% during the covered period when compared to the last full quarter prior to the covered period for employees who did not make over 100K annualized for any pay period in 2019. For detailed information, see the [PPP Forgiveness Instructions](#).

6. Reference Quarter Wages & Covered Period Wages

The number you see here reflects the wages earned during the relevant time period. Unlike Cash Compensation, FFCRA and Employee Retention Credit wages are included, but irregular pay items such as bonus, tips, over time, and commission are not. These figures are needed as documentation.

The Loan Forgiveness Report (Report) and any loan forgiveness application forms generated from our payroll system are based solely on information you provided. You are solely responsible for reviewing the Report and its underlying assumptions and making any required changes for your application. We are not responsible for any errors resulting from incorrect information or assumptions. The Report is based on the CARES Act as amended, PPP Flexibility Act of 2020, the SBA Interim Final Rules, the loan forgiveness applications, and related guidance as of the date listed below and is subject to change. If further law, regulation, or guidance requires updating the Report, you are solely responsible for obtaining an updated report. We are not responsible for the accuracy of the Report and are not responsible for any errors or omissions contained in the Report. You are solely responsible for seeking loan forgiveness and certifying the correctness of the information contained in your Loan Forgiveness Application. The Report and any applications generated from our payroll system are included in your payroll services and provided subject to the terms and conditions of your service agreement with us. The information in these materials should not be considered legal, accounting, investment, or fiduciary advice. If you require legal or investment advice or need other professional assistance, you should always consult your attorney or other professional advisor to discuss your particular facts and circumstances.