

# ELIGIBLE WORKING CAPITAL BUSINESS EXPENSES

(For costs incurred between March 1 & December 30, 2020)



## PRIMARY INTENDED USE OF FUNDS

1. Payroll costs, including:
  - a. Salaries, wages, commissions, tips
  - b. Owner compensation
  - c. Employee paid time off (excluding COVID 19-related sick time)
  - d. Group health care benefits and insurance premiums
2. Fixed debts
  - a. Business mortgages, including interest (but excluding property tax contributions)
  - b. Monthly payments for vehicles and/or leased equipment
3. Business rent
4. Utilities for the business, including water, gas, electric and internet
5. Accounts payable and open invoices for services performed between March 1 and December 30, 2020.
  - a. Service contracts
  - b. Installations
  - c. Repairs
6. Equipment or service modifications associated with complying with local public health orders and/or best practices

## SECONDARY INTENDED USE OF FUNDS

7. Inventory associated with the conduct of your business
8. Office supplies associated with the conduct of your business
9. Website hosting and maintenance
10. Bookkeeping and accounting services
11. Marketing and advertising

## INELIGIBLE WORKING CAPITAL BUSINESS EXPENSES

1. Payments of dividends or bonuses
2. Stockholder disbursements
3. Repayment of stockholder or principal loans
4. Paying off any long-term or fixed debts
  - a. Payments may be made toward fixed debts consistent with existing monthly or semi-annually contributions, but the debts cannot be paid off or materially satisfied using funds received
5. Payment toward any federal or CARES Act loan
6. Payment toward any back taxes from any jurisdiction
7. State or local tax payments
8. Relocation

