

Services offered by Machen McChesney, LLP for recipients of Paycheck Protection Program loans.

- 1) **Initial Analysis & Set-Up** - Assist in the setup of the company's data collection system, analysis of the company's situation, and determination of costs that qualify for loan forgiveness. Interpretation of the various terms related to the current rules and regulations of the program. For example, what qualifies as compensation, employee benefits, rent, utilities, who is considered a fulltime employee and how many full-time equivalents did the company have in the prior applicable periods.
- 2) **Interim Review & Adjustment** - Four to five weeks into the program, we will perform an Interim review of actual qualifying expenses and assist to develop a plan to maximize loan forgiveness. This includes a review of actual expenditures, projected future expenses, and complex forgiveness reduction calculations.
- 3) **Documentation & Presentation** - After the eight-week period we'll help with the documentation and presentation of qualifying expenses in the format prescribed by the company's bank. We'll also make a final computation of the amount of loan forgiveness.