

# SBA Paycheck Protection Program: Employer 401(k) Contributions Report



**AS A SMALL BUSINESS OWNER, YOU MAY BE CONSIDERING APPLYING FOR A LOAN UNDER THE SMALL BUSINESS ADMINISTRATION PAYCHECK PROTECTION PROGRAM (SBA PPP).** To assist you in the application process and in determining the potential maximum loan amount you may apply for, ADP Retirement Services has generated a special report, SBA-PPP Employer Contributions Report, that details Employer paid 401(k) amounts (as defined under the CARES Act) incurred during the applicable prior period.

## SBA-PPP Employer Contributions Report

The information in this report is based on ADP's systems and records of total Employer contributions posted to the recordkeeping system for check dates within the corresponding year and month. Included in the report are all contributions to your 401(k) retirement plan held at ADP, including employer paid Matching and Non-Elective contributions.

If you are an ADP Payroll client, you may have been provided a report in your payroll platform that also reflects these amounts as part of Employer Benefit Costs. If you are a RUN® client, contributions made through payroll are included in the Employer Benefit Cost column. If you are an ADP Workforce Now® (WFN) client, you may have chosen to include or exclude Employer 401(k) contributions from Employer Benefit Cost column when generating your report for payroll costs. The SBA-PPP Employer Contributions Report includes Employer contributions made to your 401(k) outside of your payroll platform, such as annual match and profit sharing contributions. These contributions are outlined under the column heading Non-Payroll. We have also included monthly and annual totals, but if you believe another calculation would be appropriate for your loan application, we recommend you make adjustments to the information.

Remember, you are responsible for all information you submit to the SBA or any lending institution to obtain a loan, so it is important that you review and confirm the accuracy of the information contained in this report, as well as all other information you provide as part of your application.

## If you engage non-ADP service providers

**Please note:** you may need information housed outside of ADP's systems in order to determine if you qualify for a loan, and to complete your loan application. For example, you may be required to provide information related to affiliated companies that do not use ADP as your retirement plan provider.

Additionally, the amount of your loan may rely on payroll costs for the one-year period prior to applying for such loan. If you were not a client of ADP for that full one-year period, you may need to obtain data from your prior provider, or your own records. You may also have incurred payroll costs taken into account for purposes of the loan that are not reflected in ADP's payroll systems and records, which would not be included in report provided. For example, if you sponsor additional retirement plans outside of ADP, the report may not include complete information on your total monthly costs.



## Additional information

For more information about the SBA PPP, please visit [ADP's Guide to the Paycheck Protection Program](#).

For additional resources on the challenges you and workforce are facing, navigate to our [ADP Employer Preparedness Toolkit](#).

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