

SMALL BUSINESS LOANS: WHAT TO DO RIGHT NOW

Prepared by the American
Academy of Physical
Medicine & Rehabilitation



Visit the Physiatrist Member Support and
Resource Center at aapmr.org/covid19

Understand your current position and needs

Calculate your current cash position by establishing your accounts payable, pending payroll, potential PTO/sick pay owed, health insurance costs, rent/mortgage due and any other potential expenses versus cash on hand.

Talk to your bank

Contact your bank to confirm they are a qualified Small Business Association (SBA) lender. If you do not currently have an established relationship with a bank, contact a commercial banker to begin a dialogue.

Call your accountant

Contact your certified public accountant (CPA) and get electronic copies of the past 3 years tax returns (both business and personal), a balance sheet, and profits and loss statements for 2019 and 2020.

Personal financial statement

Fill out a personal financial statement and make sure it is current within the past 90 days.

Contact your partners

If you have any partner that owns 20% of your company you will need copies of their K-1s, tax returns and personal financial statements for the last 3 years.

Build Projections

Build pro forma projections for the rest of 2020 and 2021 assuming your office will reopen in June with 50% of your normal patients/schedule/procedures and ramp up from there. Build cash flow statements for one year and put a budget together so you know how much funding to request.

Use forgivable loans to rehire your employees

The Paycheck Protection Program for small business would allow qualifying businesses to borrow two-and-a-half times their monthly payroll and use that money on the payroll, rent and utility payments that allow them to keep their doors open. Eight weeks of payroll, rent/mortgage and utility payments could then be entirely forgiven from that loan if the business maintains payroll over the course of the loan.

Things needed to complete the loan process:

1. Gross revenue for the 12 months up until January 31, 2020
2. Expenditures for the 12 months up until January 31, 2020
3. Date of company (LLC, PC etc.) origin/Ownership information

Quick Links

[Application for a Paycheck Protection Program Loan](#)

[Small Business Administration Paycheck Protection Program](#)

[U.S. Small Business Administration Interim Final Rule](#)

[AAPM&R's COVID-19 Physiatrist Member Support and Resource Center](#)