

How to get payroll reports for your SBA Disaster or Paycheck Protection Program Loan Application

Log onto your employer ADP portal:

<https://runpayroll.adp.com/registered/passwordWT.aspx?Action=login&Stc=True>

Average Monthly Payroll

On the top menu, click *Reports*,

Under Payroll, click *"CARES SBA-PPT: Monthly Payroll Cost"*

2019 Form 940 and Forms 941

On the top menu, click *Reports*,

Under Taxes, click *"Tax Records / Filings"*

*If you don't have this option, or if the information is incomplete, please log on to your THG portal and find them under "Quarterly Reports" or "Payroll Tax Forms"

Last 12 Months of Payroll Reports

On the top menu, click *Reports*,

Under Payroll, click *"Payroll Details"* (You'll have to do 2 reports: one for the months in 2019 and one for the months in 2020.)

*This report also shows employer retirement contributions