



EMPLOYEE LIABILITY MANAGEMENT

210 S. Washington Avenue
Mobile, Alabama 36602

805 N. McKenzie Street, Suite D
Foley, Alabama 36535

Phone 251.470.0700 - Fax 251.470.9888
www.elminfo.com

HUMAN RESOURCE MANAGEMENT
PAYROLL PROCESSING
PAYROLL TAX ADMINISTRATION (W-2)
WORKERS COMPENSATION
COMPLIANCE
EMPLOYEE HANDBOOKS
BENEFITS & FRINGE BENEFITS
401K / IRA
ELECTRONIC TIME KEEPING SYSTEMS

April 2, 2020

To Whom It May Concern.

Employee Liability Management, Inc. d/b/a ELM is a Professional Employer Organization (PEO) and therefore all of our client's taxes are paid and reported under our tax identification numbers. As a result, our clients do not have 941s, 940s, w-2s, w-3s, etc... in their name. This caused much confusion over the last couple days while our clients were trying to submit their PPP applications and supporting payroll documentation.

As a result of the efforts of our National Organization (NAPEO) and others, the Small Business Administration issued interim final rules (IFR) late yesterday regarding the Paycheck Protection Program (PPP). This ruling provides additional flexibility regarding the documentation that will be needed to establish eligibility ***such as payroll processor records [or] payroll tax filings...*** Moreover the IFR goes on to state ***for borrowers that do not have any such documentation, the borrower must provide other supporting documentation, such as bank records, sufficient to demonstrate the qualifying payroll amount.*** Accordingly, PPP lenders should accept payroll reports provided by the PEO's in support of their client company's PPP application.

We hope this clears up any confusion and we ask that you accept whatever documentation the ELM clients provide from us that shows our clients payroll information without causing any delays to the processing of their PPP applications.

If you need further clarification or have any questions, ELM will be available to answer those questions simply call us @ (251) 470-0700 or by email joe@elminfo.com.

Sincerely,

Joseph D Collins
President
Employee Liability Management, Inc.