

**Second Draw PPP Loans
Reduction in Gross Receipts Summary**

On your application for a second draw PPP loan, you certified that the applicant has realized a reduction in gross receipts in excess of 25% relative to the relevant comparison time period. If this was not submitted with your initial application, it must be submitted with your forgiveness documentation.

**Gross receipts are defined below in the footer of this document.*

Please fill out the following information and provide documentation as evidence of the revenues listed below. Evidence can include bank statements, tax forms or a profit and loss statement.

Borrower Name: _____

Reference Quarter (1st – 4th, if using annual, put annual): _____

2020 Gross receipts: _____

2019 Gross receipts: _____

% Reduction from 2019 to 2020: _____

Name: _____ Title: _____

*Gross receipts includes all revenue in whatever form received or accrued (in accordance with the Applicant's accounting method) from whatever source, including from the sales of products or services, interest, dividends, rents, royalties, fees, or commissions, reduced by returns and allowances. Generally, receipts are considered "total income" (or in the case of a sole proprietorship "gross income") plus "cost of goods sold" and excludes net capital gains or losses as these terms are defined and reported on IRS tax return forms. Gross receipts do not include the following: taxes collected for and remitted to a taxing authority if included in gross or total income, such as sales or other taxes collected from customers and excluding taxes levied on the concern or its employees; proceeds from transactions between a concern and its domestic or foreign affiliates; and amounts collected for another by a travel agent, real estate agent, advertising agent, conference management service provider, freight forwarder or customs broker. All other items, such as subcontractor costs, reimbursements for purchases a contractor makes at a customer's request, investment income, and employee-based costs such as payroll taxes, may not be excluded from gross receipts. Gross receipts of an Applicant must be aggregated with gross receipts of its affiliates. For a nonprofit organization, veterans SBA Form 2483-SD (3/21) 5 Paycheck Protection Program Second Draw Borrower Application Form Revised March 18, 2021 organization, nonprofit news organization, 501(c)(6) organization, and destination marketing organization, gross receipts has the meaning in section 6033 of the Internal Revenue Code of 1986.