

# ERC DOCUMENT CHECKLIST

## Tax Year 2020

Quarter 1

941 Payroll Tax Return                      Summary Detail

Quarter 2

941 Payroll Tax Return                      Summary Detail

Quarter 3

941 Payroll Tax Return                      Summary Detail

Quarter 4

941 Payroll Tax Return                      Summary Detail

## Tax Year 2021

Quarter 1

941 Payroll Tax Return                      Summary Detail

Quarter 2

941 Payroll Tax Return                      Summary Detail

Quarter 3

941 Payroll Tax Return                      Summary Detail

Fee Acknowledgement Form

Type up in 2 or 3 sentences how Covid-19 affected your business? Examples are Fed, State, County, City order mandates such as quarantine, social distancing, business inability to access equipment, limited capacity suspensions to do supply chain issues, etc. Sign and date this letter and send it to us.

Did you receive any PPP money? If NO, stop there you need nothing else.

YES                      NO

If YES, how much PPP did you receive?

Did you receive forgiveness? If NO, stop there.

YES                      NO

If YES, how much was forgiven? Send us the Forgiveness Application you sent in.

In lieu of the PPP forgiveness application, please provide a copy of the bank statement with the date and exact dollar amount off PPP.

Owners	Percentage of Ownership?
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Please identify any owners that have immediate family members who received W2 wages within the company, as well as the name of the immediate family member.

Owner	Family Member
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