

# Employee Retention Credit Worksheet

1. Have you applied for PPP1 forgiveness?
  - **If yes**, did you use just wages for forgiveness?
  - **If no**, please accumulate the following expenses during the covered period. please provide support AND expense subtotals for the 24 week covered period):
    - Rent (non-related party) \$ \_\_\_\_\_
    - Mortgage interest (if related party) \$ \_\_\_\_\_
    - Utilities \$ \_\_\_\_\_
    - Health/vision/dental insurance paid by company \$ \_\_\_\_\_
    - State Unemployment costs \$ \_\_\_\_\_
  
2. Were you subject to government mandated shut down (full or partial)? Yes or No  
• **If yes**, what were the exact dates of the mandate? \_\_\_\_/\_\_\_\_/\_\_\_\_
  
3. A full-time employee is an employee who had an average of at least 30 hours per week or 130 hours per month in any month in 2019.
  - Do you have fewer than 500 FTE employees? Yes or No
  - Do you have fewer than 100 FTE employees? Yes or No
    - **If yes**, ERC applies to all employees. Yes or No
    - **If no**, did you pay employees 101 - 500 to stay home during the pandemic? Yes or No
  
4. Do you work with a payroll provider? Yes or No  
• **If yes**, list the name of the payroll provider. \_\_\_\_\_
  
5. Did you apply for PPP2? Yes or No
  - **If so**, how much did you receive? \$ \_\_\_\_\_
  - What date was your PPP2 funded? \_\_\_\_/\_\_\_\_/\_\_\_\_
  
6. Please provide the following additional information.
  - Quarterly 941s Attached
  - Detailed Payroll Reports By Quarter) Attached
  - Draft 941 x's for amended returns claiming ERC Attached