

# Employee Retention Credit Questionnaire

1. How many employees did you have in 2019?  
\_\_\_\_\_ (Computed as ACA avg. FTEs)

2. Was your business effect by a governmental order limiting commerce, travel or group meetings? May include hours of operation, limits to number of employees in offices. Also limited/restricted services (No groups larger than X people) or products (no alcohol after X PM)

Yes – \_\_\_\_\_

Or

No – \_\_\_\_\_

3. What were your Gross Receipts for these periods?:

Q1 2019 – \_\_\_\_\_

Q2 2019 – \_\_\_\_\_

Q3 2019 – \_\_\_\_\_

Q4 2019 – \_\_\_\_\_

Q1 2020 – \_\_\_\_\_

Q2 2020 – \_\_\_\_\_

Q3 2020 – \_\_\_\_\_

Q4 2020 – \_\_\_\_\_

Q1 2021 – \_\_\_\_\_

Q2 2021 – \_\_\_\_\_

4. Gather Payroll Information:

A) Summary of employee wages by quarter with employee-by-employee detail

B) Employee wages by quarter with paycheck by paycheck detail during covered period of PPP Loan(s)

C) If you have an employer paid health plan, need to amounts paid for employees split out by same periods as payroll.

5. If you received a First Draw PPP Loan, what was the covered period?

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

6. If you received a Second Draw PPP Loan, what was the covered period?

\_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_