

Employee Retention Credit (ERC) Questionnaire

- 1** Was your business effected 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 -

If yes, please indicate the period of time (MM/DD/YYYY):
 Beginning
 Ending

- 2** What were your Gross Receipts for these periods?

Q1 2019	<input type="text"/>	Q1 2020	<input type="text"/>	Q1 2021	<input type="text"/>
Q2 2019	<input type="text"/>	Q2 2020	<input type="text"/>	Q2 2021	<input type="text"/>
Q3 2019	<input type="text"/>	Q3 2020	<input type="text"/>	Q3 2021	<input type="text"/>
Q4 2019	<input type="text"/>	Q4 2020	<input type="text"/>	Q4 2021	<input type="text"/>

- 3** How many full-time employees did you have in 2019? (Computed as ACA avg. FTEs)

- 4** During what periods were you covered by a PPP Loan? (MM/DD/YYYY) In addition, please provide the amount received for each loan.

First Draw PPP Loan:
 Beginning
 Ending
 Amount

Second Draw PPP Loan:
 Beginning
 Ending
 Amount

- 5** Please enter Yes/No if you have applied for and/or received forgiveness for the PPP loans? If so, please provide copies of the forgiveness application:

First Draw PPP Loan:

Second Draw PPP Loan:

- 6** 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 Loans that shows the amounts of the PPP Loan that was used to fund the payroll of each individual employee

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

- 7** Please provide a list of anyone who was related to or was a >50% owner of the company as their wages cannot be included in the ERC calculation