

Datapay Employee Retention Credit (ERC) Processing

This form authorizes Datapay to process retroactive ERC credits and refile any needed Federal quarterly returns. **Amended returns will be billed at \$500 per amended quarter & will be billed for at the time that the amendment is generated.**

Contact Info

Client Number _____ Client Name: _____
Contact Name: _____ Contact Title: _____
Contact Phone: _____ Contact Email: _____

Outside Preparation

- If you wish us to prepare amendments based on calculations that **you are providing to us**, please check here. You may skip the ERC Survey and PPP Loan Survey sections and sign the form at the bottom. If you require Datapay to prepare your calculations and determine the credit you are eligible for, please complete all sections.

ERC Survey

If you are not sure about the answers to these questions, please refer to the IRS ERC FAQ section at [FAQs: Employee Retention Credit under the CARES Act](#) as well as [IRS Notice 2021-20: Guidance on the Employee Retention Credit under Section 2301 of the Coronavirus Aid, Relief, and Economic Security Act](#). **You are solely responsible for determining your eligibility for ERC. Datapay cannot determine your eligibility and is relying entirely on the determination that you are providing below. Please consider reviewing with your CPA.**

1. Did you process payroll with anyone but Datapay in 2020 or 2021? YES NO
2. Have you processed Employee Retention Credits with anyone other than Datapay? YES NO
3. Did you have more than 100 full-time employees during 2019 across all commonly owned businesses? YES NO
4. On what date did you first become eligible for the ERC? The earliest date allowed is 3/13/2020. _____
Refer to the FAQ, including sections titled [General Information](#) and [Determining When an Employer is Considered to have a Significant Decline in Gross Receipts](#).
5. On what date did your eligibility for the ERC expire? The latest date allowed is 9/30/2021. _____
Refer to the FAQ, including sections titled [General Information](#) and [Determining When an Employer is Considered to have a Significant Decline in Gross Receipts](#).
6. Not all individuals are eligible for inclusion. We cannot decide this eligibility for you. Please list **ALL** individuals, including related individuals, who are to be excluded from ERC. Please review [FAQ #59](#) for the definition of related individuals.

PPP Loan Survey

Wages during PPP Forgiveness Periods are excluded from ERC up to the amount forgiven.

7. Have you taken a PPP loan? YES NO
8. If you took a PPP loan, what dates did you provide, or plan to provide, when asked for your Covered Period on your PPP Loan Forgiveness Application Form?

| | <u>ROUND 1 (2020)</u> | <u>ROUND 2 (2021)</u> |
|--|-----------------------|-----------------------|
| a. Start Date: | _____ | _____ |
| b. End Date: | _____ | _____ |
| c. Dollar amount of wages used for forgiveness | _____ | _____ |

You MUST communicate to Datapay when you end your Covered Period ends for your second-draw PPP loan if you have not already done so. If we are not notified timely and you need an amended return prepared in the future, we will have to charge you for that amendment.

I understand that Datapay will process Employee Retention Credits solely based on the data provided. I have verified and reviewed these dates with my CPA, and I have a clear understanding of this form and the ERC guidance from the IRS. ERC will be taken in between dates in questions 4 and 5, excluding wages in between dates in questions 8a and 8b up to the amount in question 8c. I understand that I will receive a refund directly from the IRS after the IRS processes the 941-X amendment(s). I understand that there is a fee of \$500 per amended quarter that will be charged by Datapay at their completion of the amendment.

Signature

Date