

# Employee Retention Credit Worksheet for Wages in 2020



**If you have determined** that your business qualifies for the Employee Retention Credit in 2020, then please fill out the following worksheet questions and **return this document** to your Client Experience Representative.

## 1. PPP (Paycheck Protection Program) Date

On what Date did your PPP Loan fund? \_\_\_\_\_

**AND**

Did you use the Alternative Coverage Period?

*(Pay-Period start date immediately following your PPP Funding Date from Above.)*

**YES**    **OR**     **NO**

## 2. PPP Coverage Range

What PPP Coverage Range did you use?

*(Check only One Option)*

8 Week Coverage  
**OR**  
 24 Week Coverage

## 3. Qualifying Quarters in 2020

If you qualify in any quarter of the “Determination for Gross Receipts” and you have a balance in the same quarter of the “Determination for Wages”, then check the associated quarters below.

*(See pages 3,4 of our Cares Act: Employee Retention Credit for Wages in 2020 Guide)*

| 2020 Quarters                                  | 1st Quarter              | 2nd Quarter              | 3rd Quarter              | 4th Quarter              |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Check each Quarter that Qualifies for the ERC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. Your Contact Information

\_\_\_\_\_  
Company Number (H1234-00)

\_\_\_\_\_  
Your Company Name

\_\_\_\_\_  
Your Contact Name

\_\_\_\_\_  
Your Phone Numbers (123) 456-7890

\_\_\_\_\_  
Your Email Address