

Employee Retention Credit (ERC)

Documents needed (preferably digital):

- **2019 / 2020 / 2021 Profit & Loss Statements** broken down to Q1-Q4 for each calendar year
- **2019 / 2020 / 2021 Form 941** for Q1-Q4
 - Also, most recently filed Form 941
- **2020 / 2021 Monthly Payroll** for all employees by check date; in excel format, reflecting gross pay, itemized deductions and itemized taxes, net pay and totals at the end of the statement.
- **2020 / 2021 Monthly Group Healthcare Statements** to include employer contributed premium amount paid broken down by employee (**if applicable**).
 - Please be sure to upload all pages of the monthly statements. If your company provides multiple insurance policies, then please include all policies and all pages in the same monthly file.
- **Payroll Protection Loan Forgiveness Application (Form 3508)** for both 1st and 2nd round (if applicable).
- **List of Owners & Relatives that are on Payroll**

Thank you!