

*****Data Needed for New Business -ERC Preparation*****

1) Did the business start after February 15, 2020? Yes? move to next question. No? Stop they do not qualify.

2) Eligibility Test

A. **Income Stmts** for 2020 and 2021

- Must be on same basis as tax return (Cash or Accrual)
- If using Quickbooks, run a year at a time and select "Quarter" for columns, which will give you all 4 quarters on one statement

OR

B. **Monthly Bank Stmts** for 2020 and 9 Mo's of 2021

3) Gross receipts test should be less than 1 Million dollars. Yes? Move to the next question. No? then stop they do not qualify.

4) Payroll Returns

- Pdf copies of 941's for the 2 Quarters 3 & 4 2020
- Pdf copies of State Unemp Tax Returns for 3 & 4 2020

5) Payroll Data for Making ERC Calc's

Payroll Register in CSV Format from 7/1/20 to 12/31/20) Can be in one file or by year

- | | |
|------------------------|---|
| A. Employee ID | D. Emp Name |
| B. Check No/Voucher No | E. Check Date |
| C. Total Hours | F. Total Earnings (Exclude non-taxable expense reimb's) |

6) Who on payroll are owners or family members?