Data Needed for ERC Preparation

1) Eligibility Test

    A. **Income Stmts** for 2019, 2020 and 9 Mo's of 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 2019, 2020 and 9 Mo's of 2021

2) Interface and Optimize with PPP Forgiveness's

    A. **PPP First Draw**

- Date funds received and Amount
- What Covered Period was selected?
- Were Non-Payroll Costs submitted? If so, how much
- Has forgiveness been applied for and received?

        AND

    B. **PPP Second Draw**

- Date funds received and Amount
- What Covered Period was selected?
- Were Non-Payroll Costs submitted? If so, how much
- Has forgiveness been applied for and received?

3) Payroll Returns

- Pdf copies of 941's for the 6 Quarters 2nd Qtr 2020 to 3rd Qtr 2021
- Pdf copies of State Unemp Tax Returns for 2nd Qtr 2020 to 3rd Qtr 2021

4) Payroll Data for Making ERC Calc's and Optimizing with PPP

Payroll Register in CSV Format from 1/1/19 to 9/30/21) 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)

5) Who on payroll are owners or family members?