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| **Response to IRS Document Request**  **Employee Retention Credits** | |
| **Employer Information** | |
| **Name:** |  |
| **Address:** |  |
| **EIN:** |  |
| **ERC Quarters:** |  |
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| **Any governmental order to suspend the employer’s business operations.** (For each quarter where your basis of eligibility was full or partial shutdowns due to government orders, list and attach/link all applicable governmental orders) | |
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| **Any records the employer relied upon to determine whether more than a nominal portion of its operations were suspended due to a governmental order or whether a governmental order had more than a nominal effect on its business operations.** (For each quarter where your basis of eligibility was full or partial shutdowns due to government orders, insert list and supporting explanation for why the order(s) suspended more than nominal portion of client’s operations and/or why the order(s) had more than a nominal effect on client’s business operations. Please see IRS FAQ on “more than nominal impact” [HERE.](https://www.irs.gov/coronavirus/frequently-asked-questions-about-the-employee-retention-credit#eligibility)) | |
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| **Any records the employer used to determine it had experienced a significant decline in gross receipts.** (For each quarter where your basis of eligibility was a significant decline in gross receipts, attach gross receipt comparisons and supporting P&Ls showing how the Company meets the ERC gross receipts qualification requirements. Please see IRS FAQ on the gross receipts test [HERE](https://www.irs.gov/coronavirus/frequently-asked-questions-about-the-employee-retention-credit#eligibility).) | |
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| **Any records of which employees received qualified wages and in what amounts.** (Insert a narrative explaining how you determined the employees that received “qualified wages” [Please see IRS FAQ on qualified wages [HERE.](https://www.irs.gov/coronavirus/frequently-asked-questions-about-the-employee-retention-credit#qualified) ] and how amounts were calculated.) | |
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| **In the case of a large eligible employer, work records and documentation showing that wages were paid for time an employee was not providing services.** (If you are not a large eligible employer [please see IRS FAQ on large eligible employers [HERE.](https://www.irs.gov/coronavirus/frequently-asked-questions-about-the-employee-retention-credit#qualified) ], state “Not Applicable” along with an explanation of why you are not a large eligible employer; if you are a large eligible employer, state: “The work records and documentation showing that wages were paid for time each claimed employee was not providing services are attached” and provide supporting records and documentation.) | |
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| **Documentation to show how the employer determined the amount of allocable qualified health plan expenses.** (Please see IRS Notice 2021-20 for information on qualified health plan expenses[HERE.](https://www.irs.gov/irb/2021-11_IRB#NOT-2021-20)) | |
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| **Documentation related to the determination of whether the employer is a member of an aggregated group treated as a single employer for purposes of the employee retention credit and, if so, how the aggregation affects the determination and allocation of the credit.** (Please see IRS Notice 2021-20 for information on aggregated groups [HERE.](https://www.irs.gov/irb/2021-11_IRB#NOT-2021-20)) | |
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| **Copies of completed Forms 7200 that the employer submitted to the IRS**. (State either “None” OR attach the forms and state “Completed Form(s) 7200 are attached.”) | |
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| **Records of information provided to the third-party payer regarding the employer’s entitlement to the credit claimed on the federal employment tax return. Including whether the employer’s industry is considered an essential business or not** (Please see IRS Notice 2021-20 for information on essential businesses [HERE.](https://www.irs.gov/irb/2021-11_IRB#NOT-2021-20)) If the requested records are included in the support provided for the above requests, state “see above”. If you wish to provide additional documentation, please attach it. | |
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