

## ERTC Document Checklist

	Assembled	Uploaded	
W-3 For 2019	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Each Quarter for 2019 has to be broken down into separate PDFs. 2019 Q1, Q2, Q3, Q4 will all be required.</p> <p>- If you have trouble getting a W-3 from your payroll company, you can also provide your packet of W-2's or even a state payroll tax form that will help us estimate the number of employees you had in 2019.</p> <p>- If you lease your employees from a PEO, please provide documentation from your PEO that shows how many full-time employees you had in 2019.</p>
Form 941 For All Quarters (Q2 2020 to Q4 2021)	<input type="checkbox"/>	<input type="checkbox"/>	<p>- You're welcome to deliver these as individual PDFs or as one large PDF, whichever is easier for you.</p> <p>- In all, we are looking for 7 Quarters of Form 941's</p> <p>- We do not need any state filings or the annual Form 941.</p> <p>- <b>PEO Note:</b> If you lease your employees from a PEO, you will not have a form 941. Your payroll taxes are included on a Form 941 with all the other clients of that PEO. You can skip this documentation.</p>
Year 2020: PPP #2	<input type="checkbox"/>	<input type="checkbox"/>	<p>PPP #1 Forgiveness Application - Form 3508 / 3508S / 3508EZ. 1.) If you did not receive a PPP Loan for 2020, you can skip this documentation. 2.) If you have already been forgiven for this PPP, then you should have access to this Form 3508. 3.) If you applied for forgiveness through your lender's portal and you took screenshots, you are welcome to upload those. 4.) If you don't have a copy of this application, you can request it from your lender. 5.) Remember, if you don't have this right now, you can always come back later. We will wait to begin your claims process after all our requests are received and reviewed.</p>
Year 2021: PPP #1	<input type="checkbox"/>	<input type="checkbox"/>	<p>PPP #1 Forgiveness Application - Form 3508 / 3508S / 3508EZ. 1.) If you did not receive a PPP Loan for 2021, you can skip this documentation. 2.) If you have already been forgiven for this PPP, then you should have access to this Form 3508. 3.) If you applied for forgiveness through your lender's portal and you took screenshots, you are welcome to upload those. 4.) If you don't have a copy of this application, you can request it from your lender. 5.) Remember, if you don't have this right now, you can always come back later. We will wait to begin your claims process after all our requests are received and reviewed.</p>
Payroll Journal: From 3/1/20 to 12/31/21	<input type="checkbox"/>	<input type="checkbox"/>	<p>1.) This report MUST be in Excel spreadsheet format. 2.) Ideally, you can produce one report covering all paychecks from 3/1/20 to 12/31/21. Although we find that many software programs can only run the report for a maximum date range of one year, so it may take a couple of Excel spreadsheets. 3.) Some payroll providers call this a "Check History." For others, it is a "Payroll Detail" or "Employee Detail" and for a few a "Payroll Journal." 4.) To be clear, here are the important traits of this report: A.) This report should show the breakout of each paycheck for each employee. B.) This report should not summarize wages by employee across the entire date range. C.) This report should not summarize wages by paycode/deduction/contribution for all employees.</p>

\* All documents need to be in the original PDF format except for the Payroll Journal (Excel only), and the screenshots of the PPP forgiveness as mentioned above. No images, pngs, jpgs, scans, or scanned copies of PDFs or Excel spreadsheets. If they are in these prohibited formats, they'll be rejected and asked to resubmit them in the original PDF or Excel format. If you need help with the PDF format, please ask us, we're here to help!