



**Consolidated Appropriations Act: Part II**

# House Keeping Items

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## *Some Housekeeping Items:*

- All participants have been placed on mute.
- All registrants will receive a follow up e-mail with a copy of the webinar.
- Stay updated and register for upcoming webinars on our COVID-19 INFO Center here:  
<https://ctrhcm.com/covid-19-information-center/>
- This training is intended for educational and informational purposes. We hope that you learn a lot but the information should not be construed as legal or tax advice.
- If you have any questions you may email me at [bridget.escobar@ctrhcm.com](mailto:bridget.escobar@ctrhcm.com)



# Speakers

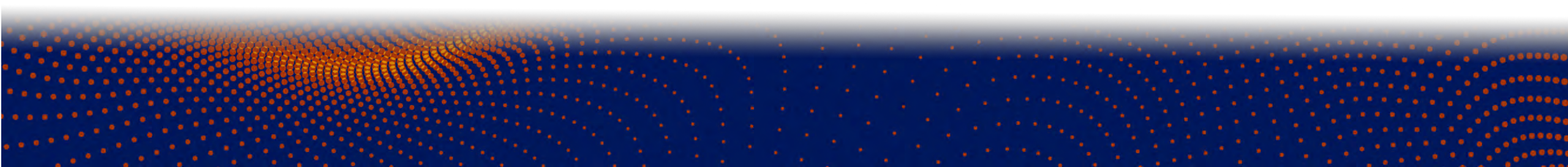
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**BRIDGET ESCOBAR**  
*President, CTR Payroll*



**KARA STIVASON**  
*Director of Client Services, CTR Payroll*



# Agenda

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- ✓ **PPP Updates**

- ✓ Overview of PPP Updates
- ✓ Overview of PPP Round 2 Updates
- ✓ How CTR Can Help with PPP Loan Applications

- ✓ **Expanded Employee Retention Tax Credits**

- ✓ Overview of Retroactive 2020 Employee Retention Tax Credits
- ✓ Overview of 2021 Employee Retention Tax Credit Eligibility
- ✓ How CTR Can Help with Employee Retention Tax Credits

# PPP Loan Updates- 3508 S Application



- ❖ Applies to loans under \$150,000 (previously \$50,000)
- ❖ Borrower must submit certification to lender:
  - ❖ No more than 1 page in length
  - ❖ Includes the # of employees borrower was able to retain b/c of PPP
  - ❖ Est total amount of the loan spent on payroll costs
  - ❖ Total loan amount
- ❖ SBA required to have the form available within 24 days of enactment (3<sup>rd</sup> week of January 2021)
- ❖ Applies to loans made prior to date of enactment and future loans



# PPP Additional Changes



## Expanded Uses for PPP Funds (Can Use For Both Prior and Round 2 Loans)

- **Covered Operations Expenditures-** Payments for business software or cloud computing services that facilitates business operations, product or service delivery, the processing, payment or tracking of payroll expenses, HR and billing functions, or account or tracking of supplies, inventory, records and expenses
- **Covered Property Damage Costs:** costs related to property damage and vandalism or looting due to public disturbances that occurred during 2020 that was not covered by insurance
- **Covered Supplier Costs:** Expenditures to a supplier of goods that are essential to the operations of the entity at the time at which the expenditure was made and is made pursuant to a contract or order in effect at any time before the covered period or, with respect to perishable goods, in effect at any time during the covered period.
- **Covered Work Protection Expenditures:** Operating or capital expenditures that allow a business to comply with requirements or guidance issued by the CDC, HHS, OSHA or any state or local government during the period of March 1, 2020 through the date the national emergency is lifted for COVID (PPE, expansion of indoor/outdoor space, ventilation or filtration systems, etc.)

**Limitation:** 60% of loan must be used for payroll costs

# PPP Additional Changes



**Original Covered Period Rules:** Borrower could elect a 24-Week Covered Period from the date of loan origination (or if the borrower obtained the loan prior to June 5, 2020 borrower could elect an 8 Week Covered Period)

**New Rule:** Allows borrowers to select any covered period between 8 weeks after loan origination date and 24 weeks (It appears this change will also allow borrowers to apply the same selected Covered Period for the FTE and Wage Reduction calculations for Loan Forgiveness-Under Prior rules the Borrower would still need to apply the wage reduction penalties to the full 24-Week Period if elected)

**Clarifies that employer-provided group insurance benefits other than Medical are also eligible payroll costs**

- healthcare benefits (Group life, dental, vision, or disability) fall within the definition of forgivable payroll costs
- **Note:** If you are not tracking these amounts in the system please notify your support representative so we can add to your loan forgiveness report

**Business expenses paid with forgiven PPP loans are now deductible**

- The original passing of the Cares Act did not allow the deductibility expenses covered by a forgiven PPP Loan
- This essentially made these loans taxable
- Eliminates a large tax bill for employers with forgiven PPP Loans

# PPP Additional Changes



**EIDL Advances Do Not Reduce Forgiveness-** Prior SBA rules stated that EIDL advances were to be subtracted from total loan forgiveness. This is now reversed and EIDL advances will no longer reduce loan forgiveness. If you already applied for forgiveness you may be able to amend the forgiveness applications

## **Additional Borrowers Now Eligible-**

- ❖ Borrowers in bankruptcy
- ❖ PPP Loan eligibility for Section 501(c)(6) non-profits- Business leagues, chambers of commerce, real estate boards, professional football leagues
  - ❖ No net earnings benefit any private shareholder or individual
  - ❖ Must have less than 300 employees
  - ❖ Additional restrictions on lobbying activities



# PPP Second Draw Loans



## **What is it?**

Added \$285 billion for the program. Creates a second loan from the PPP called “PPP Second Draw” loan for smaller and harder-hit businesses, with a max loan amount of \$2 million

- 1. Limited to businesses with 300 employees or less**
- 2. Must have used the entire amount of first PPP loan or will use such amounts; and**
- 3. Had gross receipts during any 2020 Calendar Quarter that were at least 25% less than the gross receipts from the same quarter in 2019**
  1. If you were not in business Q1-Q3 2019 then you can compare Q4 2019 to Q1, 2, or 3 of 2020
  2. If you were not in business in 2019 but were in business before 2/15/20 you can compare 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> quarter 2020 to 1<sup>st</sup> quarter 2020.

Must also still meet the “Necessity” test which means the loan is necessary to support the ongoing operations of the business.

# PPP Round Two



## Loan Calculation:

Up to 2.5x's your average monthly payroll. You may use either:

The one-year period prior to the date on which the loan was made **or**

Calendar year 2019

**Max Loan Amount:** \$2 Million (First time borrowers is still \$10 Million)

## *Special Calculation for Restaurants and Hospitality (NAICS Code 72)*

**3.5x's** your average monthly payroll. You may use either:

The one-year period prior to the date on which the loan was made **or**

Calendar year 2019

**Max Loan Amount:** \$2 Million

Code	Title
72	Accommodation and Food Service
7211	Traveler Accommodation
721110	Hotels (except Casino Hotels) and Motels
721120	Casino Hotels
721191	Bed-and-Breakfast Inns
721199	All Other Travel Accommodation
7212	RV Parks and Recreational Camps
721211	RV Parks and Campgrounds
721214	RV Parks and Vacation Camps
7213	Rooming and Boarding Houses, Dormitories, and Worker's Camps
721310	Rooming and Boarding Houses, Dormitories, and Worker's Camps
7223	Special Food Services
722310	Food Service Contractors
722320	Caterers
722330	Mobile Food Services
7224	Drinking Places (Alcoholic Beverages)
722410	Drinking Places (Alcoholic beverages)
7225	Restaurants and Other Eating Places
722511	Full-Service Restaurants
722513	Limited-Service Restaurants
722514	Cafeterias, Grill Buffets, and Buffets
722515	Snack and Nonalcoholic Beverage Bars

# SBA Second Interim Final Rule



The Second Interim Final Rule provides clarification for the [PPP Second Draw Loans](#).

- **Affiliation Rules-** The same affiliation rules and waivers that applied for the 1<sup>st</sup> Draw PPP apply to 2<sup>nd</sup> Draw PPP except the affiliation rules are waived for businesses with an NAICS code beginning with 72 who have no more than 300 employees or a business that is majority owned or controlled by a business with an NAICS code of 51110 or 5151 or any nonprofit with an NAICS code beginning with 5151.
- **Businesses with more than one location-** Businesses with an NAICS code beginning with 72 with more than one physical location may be eligible if they do not have more than 300 employees per physical location.
- **Calculation of the 25% gross receipts reduction-** The rule outlines that a business can meet this requirement several different ways. A business may compare any quarter in 2020 to the corresponding quarter in 2019. If you were not in business in 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 2019 you may compare 4<sup>th</sup> quarter of 2019 to any quarter in 2020 to determine if you meet the revenue reduction requirement. If you were not in business at all in 2019 but you were in business prior to February 15, 2020 then you may compare Q1 of 2020 to any other quarter in 2020.
- **Simplified method of calculating revenue reduction-** The SBA rules clarify that if you were in business for the entire year in 2019 and 2020, you may compare your **annual** gross receipts in 2020 to the **annual** gross receipts in 2019 and provide tax returns substantiating the decline.



# SBA Second Interim Final Rule



•**Definition of Gross Receipts-** Defined as “all revenue in whatever form received or accrued (in accordance with the entity’s accounting method) from whatever source, including from the sales of products or services, interest, dividends, rents, royalties, fees or commissions, reduced by returns or allowances.” Generally, receipts are “total income plus “costs of goods sold” and excludes net capital gains or losses. [See \(c\)\(2\)\(i\)](#) For businesses with more than one location or affiliates, the SBA provides separate rules. [See section \(c\)\(2\)\(ii\) or page 23 of the pdf and \(c\)\(4\) or page 24 of the pdf.](#) Amounts from any forgiven First Draw PPP Loan is not included toward any borrower’s gross receipts.

•**Application Process-** The documentation required to apply for the loan is generally the same as the 1<sup>st</sup> Draw PPP Loan given that the calculation of payroll costs is the same. In fact, the SBA states that if you apply with the same lender for your 2<sup>nd</sup> draw PPP Loan and you use calendar year 2019 data for both your 1<sup>st</sup> and 2nd Draw PPP loans, you will not need to submit additional information to substantiate your payroll costs. The one caveat is the documentation supporting the 25% revenue reduction in 2020 relative to 2019. This documentation may include 941s, annual tax forms, quarterly financial statements or bank statements. For loans under \$150,000 you do not need to provide documentation supporting the 25% revenue reduction to apply but you will need to supply this documentation for loan forgiveness.

•**Loan Terms and Conditions-** These will be the same as the 1<sup>st</sup> Draw PPP Loan (no collateral required, no personal guarantees, 5-year maturity date).

•**Loan Forgiveness-** Loan forgiveness will be on the same terms as the 1<sup>st</sup> Draw PPP Loans. The SBA rule also clarifies that, with the exception of any changes in this latest Interim Final Rule which have been noted above, the past SBA guidance and FAQs for First Draw PPP Loans also applies to Second Draw PPP loans.

# CARES Paycheck Protection Program Report



The CARES Paycheck Protection Program Report was created to assist employers in providing their lenders with the applicable payroll information that is needed for the application for the Small Business Administration backed loans titled Paycheck Protection Program (PPP).

Navigate to Reporting > Client Reports. Using the **Search** box, key the word "CARE" and click **Filter**.

A screenshot of a web application interface titled "Client Reports". It features a "Report Category:" dropdown menu set to "All" and a "Search:" text box containing the word "CARE". To the right of the search box is a "Filter" button. Below these elements is a table with two columns: "Output Name" and "Report Type". The first row of the table has the values "CARES Paycheck Protection Program Report" and "Date Range".

Output Name	Report Type
CARES Paycheck Protection Program Report	Date Range

[University Instructions for Running Report](#)

# Updates on the Way!



Currently, the Estimated Loan Amount is based on 2.5 x Monthly Payroll Costs. For those that fall into the new 3.5 category, a new column will be added on the Summary tab. The column will be calculated by taking the amount in "Average Monthly Cost" and multiplying by 3.5.

In addition, since health care costs now include the employer paid portion of group life, disability, dental and vision, the Employer Health Cost Column will now include the following employer paid benefit types:

- DN125 – Dental Pre-tax 125
- DNPST – Dental Post-tax
- VS125 – Vision Pre-tax 125
- VSPST – Vision Post-tax

The tentative release date for these updates is **Friday, January 22, 2020.**

*If you are utilizing the same lender, you won't have to obtain your payroll costs as you've already done this for the first PPP loan!*



# CTR Payroll PPP Support

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## **How can CTR Help?**

- Assist clients with collecting the payroll information required for the PPP Loan Forgiveness Application
- Reach out to your Customer Support Representative if you would like to schedule a consultation

## **ISolved Reporting for Loan Forgiveness**

- Cares PPP Loan Forgiveness Report
- FTE by hours paid (supporting PPP report)

# Employee Retention Tax Credit- IMPORTANT

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## What is it?

**A refundable payroll tax credit that was available to employers who:**

- Had their business fully or partially suspended during at least one quarter; or
- Had a significant decline in gross receipts for quarters in 2020 or 2021 relative to the same quarter in 2019

## Why do we care about this now?

- PPP borrowers in 2020 can go back and also claim the Employee Retention Tax Credits in 2020 (no double dipping)
- The Employee Retention Credit was extended in 2021 with expanded eligibility rules
- The credits can be **SIGNIFICANT**

# Employee Retention Tax Credit Changes Overview



	Cares Act– Prior 2020 Law	Appropriations Act-New 2021 Law
<b>Credit Calculation</b>	50% of qualified wages with a \$5,000 annual cap for wages paid in 2020. Qualified wages are defined differently for employers with over 100 FT employees.	70% of qualified wages with a \$7,000 cap per quarter (Max credit of \$14,000 for 1 <sup>st</sup> and 2nd quarter)**
<b>Eligibility for Credit</b>	Business fully or partially suspended due to COVID lockdown order or gross receipts < 50% of same 2019 quarter	Business fully or partially suspended due to COVID lockdown order or gross receipts < 80% of same 2019 quarter.
<b>Eligibility of PPP Borrowers</b>	Not eligible	Eligible but cannot “double dip” eligible wages for PPP Loan Payroll costs and eligible retention credit wages**
<b>Employer size thresholds</b>	Employers of any size were eligible; however employers who had over 100 FT employees in 2019 could only claim credits for employees who paid and were NOT working.	Employers with 500 or less FT employees in 2019 may claim credits for eligible wages for all employees regardless of whether or not they were working.
<b>Expiration</b>	Ended December 31, 2020	Expires July 1, 2021
<b>Government Organizations</b>	Not eligible	Certain governmental orgs are eligible**



# Are you eligible for Retroactive 2020 Tax Credits?



**Relevant Time Period:** March 12, 2020 through December 31, 2020

**(1) Fully or Partially Suspended by Government Order OR**

Multiple Scenarios and FAQs posted by the IRS answering what is considered fully or partially suspended by Government Order

<https://www.irs.gov/newsroom/covid-19-related-employee-retention-credits-determining-when-an-employers-trade-or-business-operations-are-considered-to-be-fully-or-partially-suspended-due-to-a-governmental-order-faqs>

*You may only claim credits for wages paid during the period during the quarter that the business was actually suspended*

**(2) Experienced a 50 % Reduction in Gross Receipts in 2020 when compared to the same 2019 calendar quarter**

<https://www.irs.gov/newsroom/covid-19-related-employee-retention-credits-determining-when-an-employer-is-considered-to-have-a-significant-decline-in-gross-receipts-and-maximum-amount-of-an-eligible-employers-employee-retention#determining-when-employer-considered-have-significant-decline-in-gross-receipts>

You may claim credits for the 1<sup>st</sup> quarter your gross receipts were less than 50% of the same 2019 quarter's gross receipts and you may continue to claim the credits until the receipts have returned to at least 80% of what they were for the same quarter in 2019.

# Were you Fully or Partially Suspended by Gov Order?



**Fully or partially suspended** due to orders from an appropriate governmental authority limiting commerce, travel, or group meetings (for commercial, social, religious, or other purposes) related to COVID-19

## Examples

- Restaurant closed for in-person dining
- Restaurant required to have tables 6 feet apart which limits restaurant's indoor dining capacity
- Retailer required to close in person shopping but still has online shopping available
- Hospital is ordered to keep its emergency services open but all elective and non-urgent must be suspended
- Automobile parts manufacturing business is considered an essential business and may remain open, but its key supplier of raw materials is required to shut down its operations due to government order and the manufacture is unable to obtain the parts from an alternate supplier. This caused the manufacturer to not be able to fulfill orders. This is a partial suspension and qualifies.
- A food processing company who operates 24 hours per day is required by the local health department to close for 5 hours for deep cleaning each day. The employer is considered partially suspended.
- A national employer is subject to government orders requiring full or partial suspensions of its operations in some jurisdictions but not in others

**The key for Partial Suspension is whether the closure had more than a "nominal effect" on the business**

# Did you have a Significant Decline in Gross Receipts?

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First calendar quarter where gross receipts are less than 50% of its gross receipts for same 2019 quarter. Employer is eligible until the first quarter that its gross receipts are greater than 80% of its gross receipts for the same calendar quarter in 2019 or first quarter of 2021—whichever is earlier.

- Employer does not need to prove the decline was caused by COVID
- Special rules for businesses that started in 2019 or 2020



# Employee Retention Tax Credit Calculation

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**Credit Calculation:** 50% of up to \$10,000 of qualified wages which includes the allocable share of healthcare costs. This amounts to **\$5,000 per employee** for wages paid between March 12, and December 31, 2020 during a calendar quarter in which the business meets the eligibility requirements

## **More than 100 FT EES for 2019**

You may only claim credits for wages paid to employees who were **NOT** providing services. In other words, if you paid people who are not working you can claim credits. You **CAN** claim credits for healthcare costs that you continued to pay for employees who were not working.

## **Less than 100 FT EES for 2019**

You may claim credits for all wages and allocable share of healthcare costs paid to an employee during an eligible quarter.

# 2021 Employee Retention Tax Credits



## 1) Fully or Partially Suspended by Government Order- **The requirements for this have not changed**

Multiple Scenarios and FAQs posted by the IRS answering what is considered fully or partially suspended by Government Order

<https://www.irs.gov/newsroom/covid-19-related-employee-retention-credits-determining-when-an-employers-trade-or-business-operations-are-considered-to-be-fully-or-partially-suspended-due-to-a-governmental-order-faqs>

*You may only claim credits for wages paid during the period during the quarter that the business was actually suspended*

## (2) Experiencing **more than a 20 % Reduction in Gross Receipts** when compared to the same **2019** calendar quarter

You may also have the option to meet the gross receipts test by looking at the immediately preceding calendar quarter and comparing that to the same quarter in 2019. This would be Quarter 4 of 2019 compared to Quarter 4 of 2020. If there is a drop of more than 20% than Quarter 1 of 2021 would be eligible. We are awaiting further guidance regarding this qualification.

# 2021 Employee Retention Tax Credits: New Rules for 2021



**Covered Period:** January 1, 2021 through June 30, 2021

## **Credit Calculation:**

70% of qualified wages with a maximum amount of creditable wages of \$10,000 **PER Quarter**

**EX:** If an employee was paid \$10,000 of wages in Q1 the credit is \$7,000 and if the employee is paid \$10,000 in Q2 the credit is another \$7,000

## **Employer with Over 500 FT Employees in 2019**

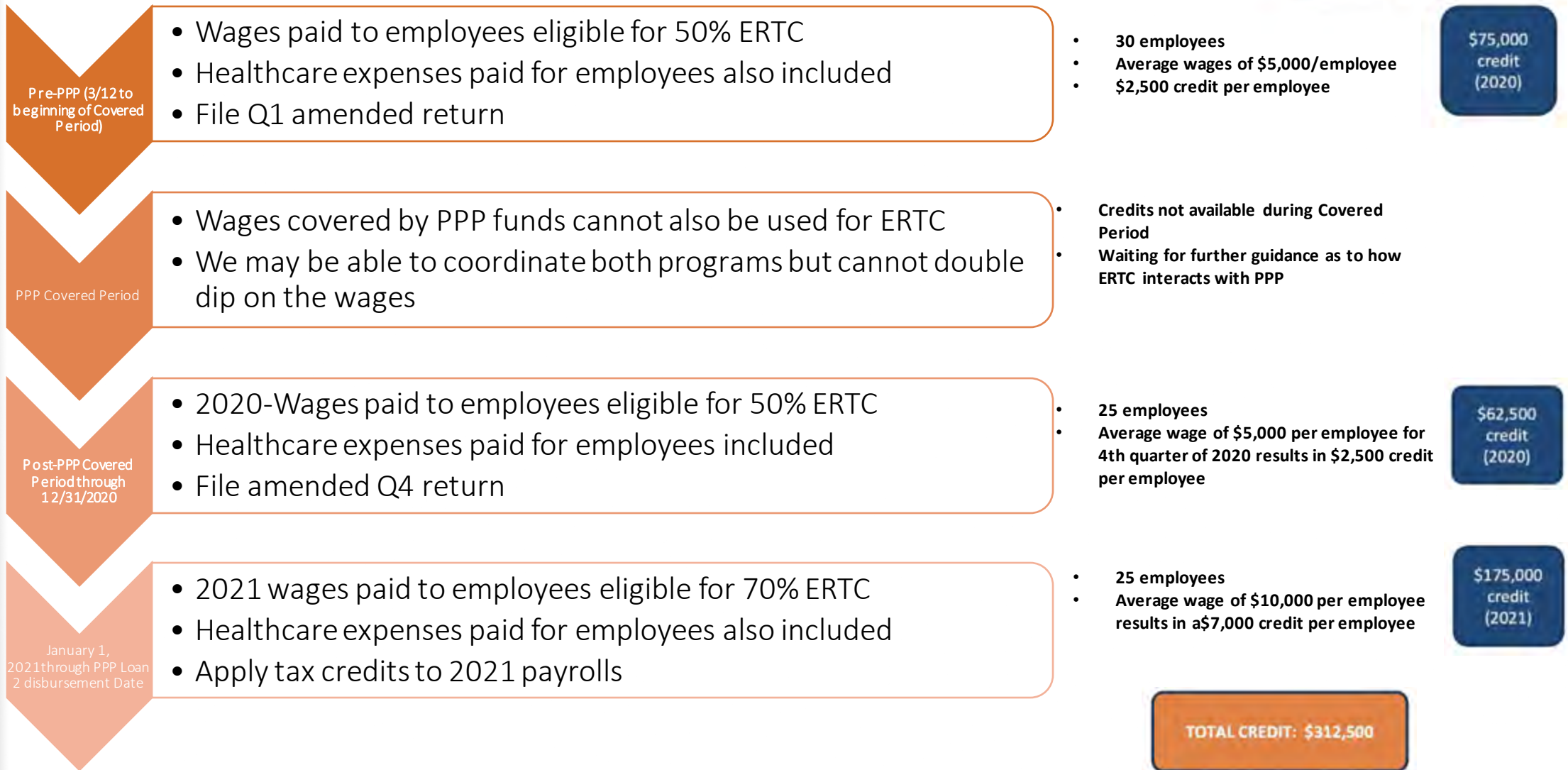
Can only claim credits for wages paid to employees who were NOT Working

## **Employer with Under 500 FT Employees in 2019**

Can claim credits for all employees qualified wages whether or not they were working



## Let's look at an example.....



# How Will CTR Help Us Claim the 2020 Credits?

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**Step 1:** Complete the Employee Retention Tax Credit Survey that will be posted on your Client Landing Page following the webinar

[SURVEY LINK](#)

# How Will CTR Help Us Claim the 2020 Credits?

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**Step 2:** A CTR consultant will review your survey submission and will reach out to you to discuss our plan for amending your 2020 quarterly tax returns to request the 2020 Employee Retention Tax Credits.

***Note: The IRS has not provided a deadline to amend your 2020 returns. As such, we have plenty of time to conduct calculate the Employee Retention Credits and file your returns.***

***If you are a business that is experiencing cash flow issues and need obtain the credits as soon as possible, please let your customer support representative know and will be sure to give your business priority.***



# How do I Estimate my 2020 Tax Credits?



Bridget2 Escobar Client: 1000 - Acme Corporation

Search the menu

- ONBOARDING WIZARD
- EMPLOYEE MANAGEMENT
- ZAYZOOM SSO
- EMPLOYEE SELF SERVICE
- CLIENT MANAGEMENT
- PAYROLL PROCESSING
- REPORTING**
  - Report Archive
  - Report Writer
  - Reports On-Demand
  - Quarterly Reports On-Demand
  - Client Reports**
  - My Reports
  - My Reports Queue
- SYSTEM MANAGEMENT
- SECURITY

### Client Reports

Report Category: All Search: Filter

Output Name	Report Type
Benefit Statement	As Of Date
Biweekly Certified Payroll Report	By Payroll Run
Broker Census with Dependents	By Payroll Run
Broker Census with Dependents	As Of Date
CA Retirement Savings - Contributions	By Payroll Run
CA Retirement Savings - Contributions FTP	By Payroll Run
CA Retirement Savings - Initial Census	As Of Date
CA Retirement Savings - Ongoing Census	By Payroll Run
CA Retirement Savings - Ongoing Census FTP	By Payroll Run
<b>CARES Act Retention Credit Report &lt; 100 ees</b>	<b>By Payroll Run</b>
CARES Act Retention Credit Report > 100 ees	By Payroll Run
CARES Paycheck Protection Program Report	Date Range
CARES PPP Loan Forgiveness Report	As Of Date

[Generate Report](#) [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report. The report will be available in My Reports Queue for 72 hours.

#### CARES Act Retention Credit Report < 100 ees

Draft disclaimer: The use of this report requires you to accurately determine, calculate, and enter the qualified wages and qualified health plan expenses eligible for the Employee Retention Credit as defined by the CARES Act and the IRS.

**Filtering**

Company: 1000 - Acme Corporation  
Pay Group: Semi  
Payroll: Regular Payroll - Pay Date: 8/12/2019 (Run #110)

**Sorting**

Org Display 1  
Org Display 2  
Sort Field 3:  
Scheduled Sort: None

- **Run the Cares Act Retention Credit Report-** Be sure to select the correct report for under or over 100 FT employees.
- **Required Setup-** In order for this report to populate, you must provide your support representative the first date that you would have been eligible for the Employee Retention Tax Credits in 2020 (suspended by gov't order or 50% reduction in gross receipts)
- **Running the Report-** When running the report, choose the final payroll in 2020 that you would have been eligible for the 2020 Tax Credit. The report will then generate all eligible payrolls in 2020. **Eliminate pay periods that were also used to claim PPP Loan Forgiveness.**

# Report Example



CARES Act Retention Credit Report < 100 ees Preview											
CLIENT NAME: XYZ				This report uses Employer Medicare Taxable Wages to determine the Wage Credit as recommended by the IRS.							
				Note: You are currently setup to use a Custom Wage Accumulator (Code = CARESWG) as an override to the Employer Medicare Wage.							
Bi-Weekly				If you would like to use Employer Medicare Wages, the Custom Wage Accumulator must be deleted or the code must be changed.							
From: 1/1/2021 to 1/15/2021											
Company	Pay Group	Pay Date	Total Wages	Total Health	Total	Total Qualified	Total Qualified Wage	Total Qualified Health	Available Wage Credit	Available Health Credit	Available Total Credit
Client XYZ	Bi-Weekly	1/4/2021	7,187.11	341.68	7,528.79	7,528.79	7,187.11	341.68	3,593.56	170.84	3,764.40
Client XYZ	Bi-Weekly	1/15/2021	3,704.31	100.78	3,805.09	3,805.09	3,704.31	100.78	1,852.16	50.39	1,902.55
REPORT TOTALS			10,891.42	442.46	11,333.88	11,333.88	10,891.42	442.46	5,445.71	221.23	5,666.94

# 2021 Employee Retention Tax Credits: Claiming the Credits



## How Do you Claim the Credits for 2021?

- **Step 1:** Complete the Employee Retention Tax Credit Survey for CTR
- **Step 2:** A CTR consultant will reach out to you to assist you with running the appropriate ERTC Tax Credit report in iSolved **Note:** iSolved will be releasing a new report to calculate the ERTC based on the new 2021 rules. This report is tentatively scheduled to be released on January 22, 2021.
- **Step 3:** Once you have your eligible 2021 Tax Credits calculated, CTR will train you to enter the tax credits on the iSolved Business Tax Credit Screen each payroll that you are able to calculate tax credits

## Key Points to Remember:

- You may only calculate credits on wages for pay periods where you meet the qualifications for the Tax Credits. For example, if your business is no longer a under government order limiting your business you may not qualify.
- You may not calculate tax credits on the same wages that you are using to achieve PPP loan forgiveness. This would only apply to businesses who receive a PPP 2<sup>nd</sup> draw loan in 2021.



# Entering Tax Credits



Client Management > Taxes > Business Credit

## Business Credits

Credit Type	Amount	Balance	User Of Entry
CARES Act	5270.16	2526.06	

Detail

Transaction History

+ Add New

Edit

Delete

Refresh

Save

Cancel

Credit Details

Other Details

\* Credit Type: CARES Act

\* Total Credit Amount: 5270.16

Credit Previously Utilized: 0

Remaining Balance: 2526.06

Requested Advance Payment

Date Entered: 1/12/2021

Notes: KS

\* Qualified Amount of Employee Retention Wages: 5030.98

\* Qualified Employer Health Plan Expenses: 239.18

Request of Advance payment of Employer Credit:

\* Filing Type: Form 941

\* Pay Date: 1/15/2021

1. Click Add New
2. Choose Credit Type – CARES ACT
3. Notes – enter your initials and pay-date that the entry is for.
4. Qualified Amount of Employee Retention Wages – enter amount from report
5. Qualified Employer Health Plan Expenses – enter amount from report
6. Click Save.

*After doing this, Click Preview Payroll and verify retention credits are working on the payroll summary*

# Entering Tax Credits



Review your payroll summary report to verify that the tax credits have calculated.

*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks				1	\$1,801.55	\$0.00
Direct Deposits				18	\$0.00	\$9,365.45
<b>Totals:</b>				<b>21</b>	<b>\$1,801.55</b>	<b>\$9,365.45</b>
Tax Liabilities					\$0.00	\$4,723.40
Third Party Checks					\$0.00	\$0.00
Third Party Electronic Payment				1	\$0.00	\$0.00
Payroll Billing					\$0.00	\$1,726.40
Tax Adjustment (CARES Act)					\$0.00	\$2,573.72
<b>Totals:</b>				<b>2</b>	<b>\$0.00</b>	<b>\$3,000.99</b>

	----- CURRENT -----	
Federal Deposits	Wages	Taxes
FEDERAL WH	15,604.86	1,186.18
MED EE (1.450000%)	15,604.86	226.26
MED ER (1.450000%)	15,604.86	226.26
SOC SEC EE (6.200000%)	15,604.86	967.51
SOC SEC ER (6.200000%)	15,604.86	967.51
<b>Total Federal Deposits</b>		<b>3,573.72</b>

# Questions?

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You can Send your Questions To:  
[bridget.escobar@ctrhcm.com](mailto:bridget.escobar@ctrhcm.com)