



Employee Retention Questionnaire

Section 1: General Business Information impacting Employee Retention Credit

1. An employer that has experienced a significant decline in gross receipts* may be eligible for the Employee Retention Credit. Please list all gross receipts below, if you own more than 1 business, please combine all gross receipts.

2019 Quarter 1: \$ _____	2020 Quarter 1: \$ _____	2021 Quarter 1: \$ _____
2019 Quarter 2: \$ _____	2020 Quarter 2: \$ _____	2021 Quarter 2: \$ _____
2019 Quarter 3: \$ _____	2020 Quarter 3: \$ _____	2021 Quarter 3: \$ _____
2019 Quarter 4: \$ _____	2020 Quarter 4: \$ _____	2021 Quarter 4: \$ _____

* Gross receipts include total sales, net of returns and allowances, and all amounts received for services. Please note that quarterly profit and loss statements may be required to verify the information listed above.

2. How many full-time W-2 employees did you have in 2019 and 2020? The term “full-time employee” means an employee who had an average of at least 30 hours of service per week or 130 hours of service in the month.

Full time W-2 employees in 2019: _____ Full time W-2 employees in 2020: _____

3. If you received any PPP loans, please fill out the all the necessary information below. If your PPP loan was already forgiven, you can reference your forgiveness application. Skip this question if you did not receive any PPP loans.

PPP Loan 1 Information

Date Loan Received: _____
 Amount Received: _____
 How much was used for payroll: _____
 Has the loan been forgiven: Yes No
 PPP Covered Period: 8 Weeks 24 Weeks

PPP Loan 2 Information

Date Loan Received: _____
 Amount Received: _____
 How much was used for payroll: _____
 Has the loan been forgiven: Yes No
 PPP Covered Period: 8 Weeks 24 Weeks

4. List the names of all business owners, their ownership percentage, and names of business owners’ family members* employed in the business in 2020 or 2021 (if any).

Please include all owners of the business on their own line such that the total business ownership adds up to 100%. Add a separate sheet if more lines are needed.

Business/Legal Entity Name: _____		Business Start Date: _____
Business Owner Name	Ownership Percentage	Names of family members employed in this business
<i>Example: John Doe</i>	<i>50%</i>	<i>Jane Doe (Spouse), David Doe (Brother)</i>

*A family member includes any of the following: spouses, children, grandchildren, brothers, sisters, stepbrothers, stepsisters, fathers, mothers, ancestors, stepfathers, stepmothers, nieces, nephews, aunts, uncles, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, fathers-in-law, mothers-in-law, and any person who has the same principal place of abode as an owner and is a member of the owner’s household for tax purposes.

5. Do any of the owners above have ownership in another entity? If yes, please provide the legal name of this entity, the owner’s name and his/her ownership percentage.

Entity Legal Name	Owner's Name	Ownership Percentage

6. What industry do you operate in (if you know your NAICS code, typically located on your tax return please include)

Section 2: Eligibility Assessment of Impacts From Government Orders Directly Impacting The Business

1. Businesses whose operations were fully or partially suspended by a government order may be eligible for the Employee Retention Credit. The government order must have suspended more than a nominal portion of the business operations. If asked you must be able to produce evidence of this “nominal impact”

More than a nominal portion of business operations can be met if either:

1. The gross receipts from that portion of the business operations declined by 10% or more compared to the same quarter in 2019

----- OR -----

2. The service hours performed by employees from that portion of the business declined by 10% or more compared to the same quarter in 2019

The following are examples of suspended operations include but are not limited to:

- capacity restrictions
- closures
- reductions in hours

The following are NOT examples of suspended operations include but are not limited to:

- difficulty hiring staff
- higher costs
- fewer customers because of stay-at-home orders

Further IRS guidance regarding eligibility can be found here: <https://www.irs.gov/newsroom/covid-19-related-employee-retention-credits-determining-what-types-of-governmental-orders-may-be-taken-into-account-for-purposes-of-the-employee-retention-credit-faqs>

Provide details on any COVID-19 governmental order(s) that suspended your operations. Please note that very few governmental orders were present for Q3 2021. Q3 2021 is considered a high-risk claim for governmental impacts and supply chain disruption impacts, if claimed additional confirmation / documentation may be requested to support your claim.

How did the order suspend your operations?	Years and Quarters Impacted (Provide specific dates of impact)
<i>Example: As a result of federally mandated COVID-19 government orders, we were prohibited from having more than 5 people in our store at one time.</i>	<i>Years and Quarters: 2020 Q1, 2020 Q2, 2021 Q1 Specific Date Ranges: 03/15/2020 to 06/01/2021</i>

Section 3: Eligibility Assessment of Impacts From Government Orders Impacting the Business through impacts to the Business' Suppliers/Vendors

1. Businesses whose suppliers' operations were fully or partially suspended by a government order may be eligible for the Employee Retention Credit.

IRS guidance regarding eligibility can be found here: <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>

Please provide details on any COVID-19 governmental order(s) that suspended your suppliers' operations. Please note that very few governmental orders were present for Q3 2021. Q3 2021 is considered a high-risk claim for business and supply chain impacts due to government order, if claimed additional confirmation / documentation may be requested to help support the claim.

Supplier/Vendor Name	Supplier/Vendor Location (include City and State)	Materials Provided	How did the order suspend your suppliers' operations?	Years and Quarters Impacted (Provide specific dates of impact)
<i>Example: ABC Industry LLC</i>	<i>Los Angeles, CA</i>	<i>Meat and Poultry</i>	<i>Because a governmental order closed all meatpacking plants, we couldn't get access to any of the beef we use in our burgers.</i>	<i>Years and Quarters: 2020 Q1, 2020 Q2, 2021 Q1 Specific Date Ranges: 03/15/2020 to 06/01/2021</i>

I certify that:

- 1) The gross receipts listed on section 1 question 1 are accurate. If required, I will be able to provide quarterly Profit and Loss statements to verify this information.
- 2) The disruptions listed on section 2 question 1 were due to a government suspension order(s). This resulted in a more than 10% impact to my business and prevented my business from operating at a full capacity.
- 3) The supply chain disruptions listed on section 3 question 1 were due to a government suspension order(s) impacting my suppliers. Substitute materials for the items listed above could not be sourced. Materials listed above could not be procured from an alternate supplier.

Name: _____

Signature: _____