

EMPLOYEE RETENTION CREDIT

The little-known, powerful program that could bring THOUSANDS OF RELIEF DOLLARS to your business.

- Up to \$5,000 per employee for 2020
- Up to \$28,000 per employee for 2021

Before getting started, we want you to know that applying for the credit will take time and effort, but we believe it's worth it.

Take action today. Don't miss this opportunity!



WHO within your company should apply for ERC?

Due to the information and documentation required to file for ERC, we recommend that you **ASSIGN A LEADER** who:

- Has *familiarity* and *ability* to provide the required documents and calculations (see list in the box to the right)
- Will *own* the ERC application process
- Be ProService's main point of contact during the ERC application process

Do many businesses QUALIFY for ERC?

YES! Many businesses (even those who received PPP funds) are *eligible*. Our ERC team is here to help you determine eligibility and calculate the maximum credit you qualify for.

WHY should I engage with ProService to help with filing for ERC?

Using our rigor and expertise, we can provide advice on the documentation you need, and run the necessary calculations based on various factors specific to your business to uncover the **MAXIMUM CREDIT** you can get back.

Documents needed to show a decline in gross receipts:

- Quarterly Gross Receipts
- Profit and Loss Reports
- Tax Form 1120, 1065, 1040, or 990
- Tax Returns
- Updated Trial Balances and Populated Schedules



Documents needed to qualify for full or partial suspension:

- Start and end dates of your business suspension
- Reports and/or schedules showing a decline in:
 - Quarterly gross receipts
 - Hours of service performed by employees
 - Appointments for services
- Declaration by the business owner of inability to purchase materials from an alternative supplier
- Copy of order requiring supplier to suspend operations

Want to learn more?

Visit proservice.com/erc-program-2020

