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Employee Retention Credit (ERC)

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*NEVADA PUBLIC OFFICER FINANCIAL LITERACY ADVISORY COUNCIL
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EMPLOYEE RETENTION CREDIT (ERC) COURSE

TARGET AUDIENCE

- Small business owners with less than 500 employees

COURSE OBJECTIVES

- Understand the Employee Retention Credit (ERC) and its eligibility requirements
- Learn how to provide necessary documents and answer questions for processing ERC claims
- Calculate the ERC tax credit amount with a highly detailed and simple explanation

LEARNING STYLE

- Conversational and Scaffolded Instruction

WRITING TONE

- Educational and authoritative, drawing from the highest levels of scholastic knowledge of the IRS tax code
- Easily understandable to anyone, regardless of their prior knowledge of tax regulations
- Engaging and accessible, inspired by Malcolm Gladwell's writing style
- Incorporating a sense of humor and explanation style reminiscent of Dr. Gregory House

COURSE STRUCTURE

1. Introduction to Employee Retention Credit (ERC)
2. Eligibility requirements for ERC
3. Providing necessary documents and answering questions for processing ERC claims
4. Understanding and avoiding ERC scams
5. Additional services offered by your company (taxes, business setups, LLCs, and EINs)
6. Calculation Guide Chapter (accessible only to learners who commit to working with your company)

PURPOSE AND BENEFITS OF THE ERC

The Employee Retention Credit (ERC) was created to help businesses weather the economic challenges brought on by the COVID-19 pandemic. The primary goal of the ERC is to encourage employers to retain their employees, even if they are unable to work due to the pandemic. By providing financial relief to businesses, the ERC aims to reduce unemployment rates and stabilize the economy during these difficult times.

Here are some key benefits of the ERC:

FINANCIAL RELIEF FOR BUSINESSES

The ERC provides a significant financial incentive for businesses to keep their employees on payroll. By offering a refundable tax credit, employers can receive a portion of their payroll costs back, easing the financial burden of maintaining staff during periods of reduced revenue or closures.

MAINTAINING EMPLOYEE RELATIONSHIPS

Retaining employees during the pandemic can help businesses maintain valuable relationships with their staff. By keeping employees on payroll, businesses can avoid the costs and challenges associated with rehiring and retraining new employees once the pandemic subsides. This can lead to a smoother transition back to normal operations and help businesses recover more quickly.

SUPPORTING EMPLOYEE WELL-BEING

The ERC not only benefits businesses but also supports the well-being of employees. By encouraging employers to retain their staff, the ERC helps ensure that employees continue to receive paychecks and maintain their financial stability during the pandemic. This, in turn, can have positive effects on employee morale and mental health.

STIMULATING ECONOMIC RECOVERY

By providing financial relief to businesses and supporting employee retention, the ERC plays a crucial role in stimulating economic recovery. When businesses can maintain their workforce, they are better equipped to resume normal operations once the pandemic subsides. This helps to stabilize the economy and promote growth in the long term.

In conclusion, the Employee Retention Credit serves a vital purpose in supporting businesses and employees during the COVID-19 pandemic. By providing financial relief to employers and encouraging employee retention, the ERC helps to stabilize the economy and promote a quicker recovery. In the next section, we will dive into the eligibility criteria for businesses and tax-exempt organizations to better understand who can benefit from this valuable tax credit.

ELIGIBILITY CRITERIA FOR BUSINESSES AND TAX-EXEMPT ORGANIZATIONS

To benefit from the Employee Retention Credit (ERC), businesses and tax-exempt organizations must meet specific eligibility criteria. In this section, we will discuss the key requirements that determine whether your organization can claim the ERC.

BUSINESS SIZE

The ERC is primarily targeted at small and medium-sized businesses. To qualify for the credit, your organization must have **less than 500 employees**. This includes full-time, part-time, and seasonal employees. It is important to note that affiliated businesses must be considered together when determining the total number of employees.

ELIGIBILITY PERIODS

The ERC is available for eligible businesses and tax-exempt organizations during specific periods:

- **2020 Eligibility Period:** The credit is available for qualified wages paid between March 13, 2020, and December 31, 2020.
- **2021 Eligibility Period:** The credit is available for qualified wages paid between January 1, 2021, and December 31, 2021.

QUALIFYING EVENTS

To be eligible for the ERC, businesses and tax-exempt organizations must experience one of the following qualifying events:

1. **Full or partial suspension of operations:** Your organization must have experienced a full or partial suspension of operations due to a government order related to COVID-19. This includes orders that limit travel, gatherings, or the operation of non-essential businesses.

2. **Significant decline in gross receipts:** Your organization must have experienced a significant decline in gross receipts during a calendar quarter when compared to the same quarter in 2019. For the 2020 Eligibility Period, a significant decline is defined as a decrease of more than 50%. For the 2021 Eligibility Period, a significant decline is defined as a decrease of more than 20%.
3. **Recovery startup business:** For the 2021 Eligibility Period, businesses that began operations after February 15, 2020, and have annual gross receipts of up to \$1 million may qualify as a recovery startup business. This allows them to claim the ERC even if they do not meet the other qualifying events.

EXCLUSIONS

Certain organizations and businesses are excluded from claiming the ERC:

- Government entities, such as federal, state, and local governments, and their instrumentalities, are not eligible for the ERC.
- Self-employed individuals are not eligible for the ERC for their own wages, but they may claim the credit for wages paid to their employees.

In summary, to be eligible for the Employee Retention Credit, businesses and tax-exempt organizations must have less than 500 employees, experience a qualifying event such as a suspension of operations or a significant decline in gross receipts, and fall within the designated eligibility periods. By understanding these eligibility criteria, you can determine whether your organization can benefit from this valuable tax credit.

In the next module, we will explore the specific eligibility periods and requirements in more detail, including government shutdown orders, decline in gross receipts, and recovery startup business qualification for 2021. Stay tuned as we continue our journey into the world of Employee Retention Credit!

MODULE 2: UNDERSTANDING ERC ELIGIBILITY PERIODS AND REQUIREMENTS

GOVERNMENT SHUTDOWN ORDERS AND THEIR IMPACT ON ELIGIBILITY

In this section, we will discuss the impact of government shutdown orders on the eligibility for the Employee Retention Credit (ERC). Due to the COVID-19 pandemic, many businesses faced temporary closures, resulting in significant financial losses. The ERC was designed to help businesses retain employees during these challenging times.

WHAT ARE GOVERNMENT SHUTDOWN ORDERS?

Government shutdown orders refer to the mandates issued by federal, state, or local governments that require businesses to close their doors temporarily or significantly reduce their operations due to public health emergencies, like the COVID-19 pandemic. These orders were put in place to help curb the spread of the virus and protect public health.

HOW DO GOVERNMENT SHUTDOWN ORDERS IMPACT ERC ELIGIBILITY?

To be eligible for the ERC, a business must meet one of the two criteria:

1. The business experienced a **full or partial suspension** of operations due to a government shutdown order.
2. The business experienced a **significant decline in gross receipts** during a calendar quarter.

In this section, we will focus on the first criterion: the full or partial suspension of operations due to a government shutdown order.

A business is considered to have experienced a full or partial suspension of operations if:

- The government order required the business to close or limit its operations.
- The business was unable to operate at its normal capacity due to the government order.

It is important to note that the suspension of operations must be directly related to the government shutdown order. If a business closed voluntarily or due to other reasons not related to the order, it would not be eligible for the ERC under this criterion.

EXAMPLES OF FULL OR PARTIAL SUSPENSION OF OPERATIONS

Here are some examples to help you better understand the impact of government shutdown orders on ERC eligibility:

- A restaurant was forced to close its dine-in services due to a government order but was allowed to continue offering takeout and delivery services. This business experienced a partial suspension of operations and would be eligible for the ERC.
- A retail store was required to close its physical location due to a government order but continued to operate online. This business experienced a partial suspension of operations and would be eligible for the ERC.
- A gym was required to close completely due to a government order. This business experienced a full suspension of operations and would be eligible for the ERC.

In the next section, we will discuss the second criterion for ERC eligibility: the significant decline in gross receipts during a calendar quarter.

ECLINE IN GROSS RECEIPTS AND ITS EFFECT ON ELIGIBILITY

In this section, we will discuss the second criterion for Employee Retention Credit (ERC) eligibility: the significant decline in gross receipts during a calendar quarter. Understanding this criterion is crucial for businesses that may not have experienced a full or partial suspension of operations due to government shutdown orders but have still been negatively impacted by the COVID-19 pandemic.

WHAT ARE GROSS RECEIPTS?

Gross receipts represent the total revenue a business receives during a specific period, before any deductions or expenses. This includes all sales, interest, dividends, rent, and other income sources.

WHAT CONSTITUTES A SIGNIFICANT DECLINE IN GROSS RECEIPTS?

A significant decline in gross receipts occurs when a business's gross receipts for a calendar quarter in 2020 or 2021 are less than 50% of the gross receipts for the same calendar quarter in 2019. For 2021, a business can also qualify if their gross receipts for a calendar quarter are less than 80% of the gross receipts for the same calendar quarter in 2019.

HOW DOES A DECLINE IN GROSS RECEIPTS IMPACT ERC ELIGIBILITY?

If a business meets the significant decline in gross receipts criterion, it is eligible for the ERC, even if it did not experience a full or partial suspension of

operations due to a government shutdown order. This criterion aims to provide financial relief to businesses that have been severely impacted by the pandemic, regardless of whether they were directly affected by government orders.

EXAMPLES OF SIGNIFICANT DECLINE IN GROSS RECEIPTS

Here are some examples to help you better understand the impact of a decline in gross receipts on ERC eligibility:

- A retail store experienced a 60% decline in gross receipts during the second quarter of 2020 compared to the same quarter in 2019. This business would be eligible for the ERC based on the significant decline in gross receipts criterion.
- A consulting firm experienced a 25% decline in gross receipts during the third quarter of 2020 compared to the same quarter in 2019. This business would not be eligible for the ERC based on the significant decline in gross receipts criterion, as the decline is not significant enough.
- A bakery experienced a 45% decline in gross receipts during the first quarter of 2021 compared to the same quarter in 2019. This business would be eligible for the ERC based on the significant decline in gross receipts criterion, as the decline is more than the 20% threshold for 2021.

In the next section, we will discuss the recovery startup business qualification for 2021 and how it impacts ERC eligibility.

Remember, understanding the eligibility criteria for the ERC is crucial for businesses seeking financial relief during these challenging times. If your business has experienced a significant decline in gross receipts, you may be eligible for the ERC, even if you did not experience a full or partial suspension of operations due to a government shutdown order.

RECOVERY STARTUP BUSINESS QUALIFICATION FOR 2021

In this section, we will discuss the recovery startup business qualification for 2021 and how it impacts Employee Retention Credit (ERC) eligibility. This qualification was introduced to provide financial relief to businesses that started operations during the COVID-19 pandemic and may not meet the other ERC eligibility criteria.

WHAT IS A RECOVERY STARTUP BUSINESS?

A recovery startup business is a business that:

- Began operations after February 15, 2020
- Is located in the United States or a U.S. territory
- Has annual gross receipts of \$1 million or less

HOW DOES THE RECOVERY STARTUP BUSINESS QUALIFICATION IMPACT ERC ELIGIBILITY?

If a business meets the recovery startup business qualification, it is eligible for the ERC, even if it does not meet the other criteria, such as experiencing a full or partial suspension of operations due to a government shutdown order or a significant decline in gross receipts.

However, it is important to note that the maximum ERC amount that a recovery startup business can claim is \$50,000 per calendar quarter in 2021.

EXAMPLES OF RECOVERY STARTUP BUSINESSES

Here are some examples to help you better understand the recovery startup business qualification for ERC eligibility:

- A software development company started operations on March 1, 2020, and has annual gross receipts of \$800,000. This business would be eligible for the ERC as a recovery startup business, even if it did not experience a full or partial suspension of operations or a significant decline in gross receipts.
- A coffee shop opened its doors on August 1, 2020, and has annual gross receipts of \$1.2 million. This business would not be eligible for the ERC as a recovery startup business because its gross receipts exceed the \$1 million threshold.

In conclusion, the recovery startup business qualification for 2021 provides an additional avenue for ERC eligibility. This qualification aims to support businesses that started operations during the COVID-19 pandemic and may not meet the other ERC eligibility criteria. If your business meets the recovery startup business qualification, you may be eligible for the ERC, even if you did not experience a full or partial suspension of operations or a significant decline in gross receipts.

MODULE 3: QUALIFIED WAGES AND LIMITATIONS

DEFINITION OF QUALIFIED WAGES

In this section, we will explore the concept of **qualified wages** and their importance in the Employee Retention Credit (ERC) calculation. Understanding what constitutes qualified wages is crucial for accurately determining the amount of tax credit your business is eligible to claim.

WHAT ARE QUALIFIED WAGES?

Qualified wages are the wages paid to employees that are eligible for the Employee Retention Credit. These wages include:

- Regular salary or hourly wages
- Overtime pay
- Tips and commissions
- Bonuses
- Certain employee benefits, such as health plan expenses

It is important to note that qualified wages do NOT include:

- Wages paid to employees who are not eligible for the ERC
- Wages paid to owners, self-employed individuals, or family members
- Severance pay or other termination-related payments

PAYCHECK PROTECTION PROGRAM LOAN FORGIVENESS AND ITS RELATION TO ERC

In this section, we will discuss the Paycheck Protection Program (PPP) loan forgiveness and its impact on the Employee Retention Credit (ERC). Understanding the relationship between PPP loan forgiveness and the ERC is crucial for businesses that have received both forms of financial assistance.

OVERVIEW OF THE PAYCHECK PROTECTION PROGRAM

The Paycheck Protection Program is a loan program designed to provide financial relief to small businesses affected by the COVID-19 pandemic. The main goal of the PPP is to help businesses keep their workforce employed during the crisis. The program provides forgivable loans to eligible businesses,

which can be used to cover payroll costs, rent, utilities, and other eligible expenses.

PPP LOAN FORGIVENESS AND ERC ELIGIBILITY

The ERC and PPP loan forgiveness are separate programs, but they are interconnected in some ways. Here are the key points to remember:

1. **Double-dipping is not allowed:** Businesses cannot claim the ERC for the same wages used to obtain PPP loan forgiveness. In other words, if you received a PPP loan and used it to cover payroll costs, you cannot claim the ERC for those same payroll costs.
2. **ERC can be claimed for wages not covered by PPP:** If your business received a PPP loan but did not use the entire loan amount to cover payroll costs, you may still be eligible to claim the ERC for the remaining qualified wages that were not used for PPP loan forgiveness.
3. **Claiming ERC after PPP loan forgiveness:** Businesses that received a PPP loan and later had it forgiven can still claim the ERC for qualified wages paid after the loan forgiveness period. However, businesses must ensure that they do not claim the ERC for the same wages used to obtain PPP loan forgiveness.

EXAMPLE

Let's revisit our fictional small business, ABC Bakery. They received a \$20,000 PPP loan to cover payroll costs during the eligible period. The bakery used \$15,000 of the loan to cover payroll costs and the remaining \$5,000 for rent and utilities.

In this scenario, ABC Bakery cannot claim the ERC for the \$15,000 in payroll costs covered by the PPP loan. However, they can still claim the ERC for the remaining \$8,000 in qualified wages that were not used for PPP loan forgiveness (\$23,000 total qualified wages - \$15,000 PPP loan payroll costs = \$8,000).

In the next section, we will discuss exclusions related to shuttered venue operators grants and restaurant revitalization grants, and how they impact the Employee Retention Credit calculation.

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EXCLUSIONS RELATED TO SHUTTERED VENUE OPERATORS GRANTS AND RESTAURANT REVITALIZATION GRANTS

In this section, we will discuss the exclusions related to Shuttered Venue Operators Grants (SVOG) and Restaurant Revitalization Grants (RRG) and how they impact the Employee Retention Credit (ERC) calculation. Understanding these exclusions is essential for businesses that have received these grants and are also considering claiming the ERC.

SHUTTERED VENUE OPERATORS GRANTS (SVOG)

The Shuttered Venue Operators Grant program provides financial assistance to live venue operators, theatrical producers, live performing arts organization operators, museum operators, motion picture theater operators, and talent representatives who were negatively impacted by the COVID-19 pandemic.

SVOG EXCLUSIONS AND ERC

Businesses that receive an SVOG are not eligible to claim the ERC for wages paid after the date they received the grant. In other words, if your business received an SVOG, you cannot claim the ERC for any wages paid after the grant was awarded.

However, businesses that received an SVOG can still claim the ERC for qualified wages paid before the date they received the grant, as long as they meet the ERC eligibility requirements.

RESTAURANT REVITALIZATION GRANTS (RRG)

The Restaurant Revitalization Grant program provides financial assistance to eligible restaurants, bars, and other qualifying businesses that experienced revenue loss due to the COVID-19 pandemic.

RRG EXCLUSIONS AND ERC

Similar to the SVOG exclusions, businesses that receive an RRG are not eligible to claim the ERC for wages paid after the date they received the grant. If your business received an RRG, you cannot claim the ERC for any wages paid after the grant was awarded.

However, businesses that received an RRG can still claim the ERC for qualified wages paid before the date they received the grant, as long as they meet the ERC eligibility requirements.

EXAMPLE

Let's return to our fictional small business, ABC Bakery. They received a \$10,000 Restaurant Revitalization Grant on June 1, 2021. The bakery also has \$23,000 in total qualified wages for the ERC eligible period.

In this scenario, ABC Bakery cannot claim the ERC for any wages paid after June 1, 2021. However, they can still claim the ERC for qualified wages paid before June 1, 2021, as long as they meet the ERC eligibility requirements and do not double-dip with any PPP loan funds.

In the next module, we will discuss how to identify and report tax-related illegal activities, warning signs of aggressive ERC marketing, and tips for choosing a tax professional.

MODULE 4: AVOIDING SCAMS AND MISLEADING PROMOTIONS

LESSON: HOW TO IDENTIFY AND REPORT TAX-RELATED ILLEGAL ACTIVITIES

In this lesson, we'll discuss how to identify tax-related illegal activities, such as scams and misleading promotions, and how to report them to the appropriate authorities.

IDENTIFYING TAX-RELATED ILLEGAL ACTIVITIES

Tax-related illegal activities can take many forms, but some common examples include:

1. **Phishing Scams:** These scams involve unsolicited emails or messages that appear to be from the IRS or other legitimate sources. They often contain links to fake websites designed to steal your personal information or infect your computer with malware.
2. **Phone Scams:** Scammers may call you pretending to be IRS agents, demanding immediate payment for a fabricated tax debt or threatening legal action if you don't comply.
3. **Identity Theft:** Scammers may use your stolen personal information, such as your Social Security Number (SSN) or Employer Identification Number (EIN), to file fraudulent tax returns or commit other financial crimes in your name.
4. **Fraudulent Tax Preparers:** Unscrupulous tax preparers may promise inflated refunds, charge exorbitant fees, or engage in other illegal activities, such as filing false tax returns or stealing your refund.
5. **Misleading Promotions:** Scammers may use aggressive marketing tactics or false promises to lure you into applying for tax credits, such as the Employee Retention Credit (ERC), through their services.

To identify tax-related illegal activities, watch for these red flags:

- Unsolicited contact from someone claiming to be from the IRS or another government agency
- Requests for sensitive information, such as your SSN or EIN, without a legitimate reason
- Threats of legal action or demands for immediate payment

- Promises of guaranteed results or inflated refunds
- High-pressure sales tactics or limited-time offers

REPORTING TAX-RELATED ILLEGAL ACTIVITIES

If you suspect that you've encountered a tax-related illegal activity, take the following steps to report it:

1. **Phishing Scams:** Forward any suspicious emails or messages to phishing@irs.gov. Do not click on any links or download any attachments.
2. **Phone Scams:** Report the scam to the Treasury Inspector General for Tax Administration (TIGTA) by calling 1-800-366-4484 or visiting their website at www.tigta.gov.
3. **Identity Theft:** If you believe your personal information has been compromised, report the incident to the IRS Identity Protection Specialized Unit by calling 1-800-908-4490.
4. **Fraudulent Tax Preparers:** File a complaint with the IRS using Form 14157, Complaint: Tax Return Preparer, available on the IRS website.
5. **Misleading Promotions:** Report suspected scams or misleading promotions to the IRS by calling 1-800-829-0433 or submitting a complaint to the Federal Trade Commission (FTC) at www.ftccomplaintassistant.gov.

By staying vigilant and reporting suspicious activities, you can help protect yourself and others from falling victim to tax-related scams and illegal activities.

In the next lesson, we'll discuss tips for choosing a tax professional to help you with your ERC claim. Stay tuned!

MODULE 4: AVOIDING SCAMS AND MISLEADING PROMOTIONS

LESSON: TIPS FOR CHOOSING A TAX PROFESSIONAL

In this lesson, we'll provide you with essential tips for choosing a tax professional to help you with your Employee Retention Credit (ERC) claim. Selecting the right tax professional is crucial to ensure that you receive the maximum credit possible while staying compliant with IRS regulations.

1. VERIFY CREDENTIALS AND EXPERIENCE

When selecting a tax professional, it's essential to verify their credentials and experience. Look for professionals who hold relevant certifications, such as a Certified Public Accountant (CPA), Enrolled Agent (EA), or tax attorney. Additionally, ensure that the professional has experience working with businesses similar to yours and is knowledgeable about the ERC program.

2. CHECK FOR A PREPARER TAX IDENTIFICATION NUMBER (PTIN)

All tax professionals who prepare or assist in preparing federal tax returns for compensation must have a valid Preparer Tax Identification Number (PTIN) issued by the IRS. You can verify a tax professional's PTIN on the IRS website.

3. LOOK FOR REVIEWS AND RECOMMENDATIONS

Before hiring a tax professional, research their reputation by looking for reviews from other businesses or seeking recommendations from trusted sources. Online reviews can provide valuable insights into a professional's expertise, communication style, and customer satisfaction.

4. ASK ABOUT FEES AND SERVICES

When choosing a tax professional, it's important to have a clear understanding of their fees and the services they provide. A reputable professional should be transparent about their pricing and willing to explain their fee structure. Be cautious of professionals who charge fees based on a percentage of your ERC or promise inflated refunds.

5. SCHEDULE A CONSULTATION

Before committing to a tax professional, schedule a consultation to discuss your business's specific needs and determine if they are the right fit for you. During the consultation, assess their communication skills, attentiveness, and ability to explain complex tax concepts in a way that you can understand.

6. ASSESS THEIR AVAILABILITY AND RESPONSIVENESS

A good tax professional should be available and responsive to your questions and concerns throughout the ERC claim process. Make sure the professional you choose is easy to reach and provides timely responses to your inquiries.

7. ENSURE THEY PRIORITIZE COMPLIANCE

When working with a tax professional, it's crucial to ensure that they prioritize compliance with IRS regulations. A reputable professional should be up-to-date with the latest tax laws and provide guidance on how to stay compliant while maximizing your ERC claim.

By following these tips, you can confidently choose a tax professional who will help you navigate the ERC program and maximize your credit while staying compliant with IRS regulations.

In the next module, we'll dive into the process of claiming the Employee Retention Credit. Stay tuned!

COMMON MISTAKES TO AVOID WHILE CALCULATING THE ERC TAX CREDIT

Calculating the Employee Retention Credit (ERC) tax credit can be a complex process, and it's crucial to avoid common mistakes that could lead to inaccurate calculations or potential issues with the IRS. In this section, we will discuss some of the most common mistakes businesses make while calculating the ERC tax credit and provide tips on how to avoid them.

MISTAKE 1: DOUBLE-DIPPING ON WAGES

One of the most common mistakes businesses make is using the same wages for multiple tax credits or relief programs. For example, if you have already claimed wages for the Paycheck Protection Program (PPP) loan forgiveness, you cannot use those same wages for the ERC tax credit. To avoid this mistake, carefully review your records and ensure you are only using eligible wages for the ERC calculation.

MISTAKE 2: INCORRECTLY APPLYING THE WAGE CAP

Another common mistake is not applying the wage cap correctly. Remember that the wage cap varies depending on the calendar quarter in which the wages were paid:

- For wages paid between March 13, 2020, and December 31, 2020, the maximum wage cap is \$10,000 per employee for the entire year.
- For wages paid between January 1, 2021, and December 31, 2021, the maximum wage cap is \$10,000 per employee per quarter.

Failing to apply the wage cap correctly could result in an inflated ERC tax credit calculation. To avoid this mistake, double-check your calculations and ensure you are applying the correct wage cap for each employee and quarter.

MISTAKE 3: OVERLOOKING ELIGIBILITY REQUIREMENTS

Some businesses may overlook certain eligibility requirements when calculating the ERC tax credit, such as the decline in gross receipts or the impact of government shutdown orders. Failing to meet these requirements could result in an ineligible ERC claim. To avoid this mistake, thoroughly review the

eligibility criteria and ensure your business meets all requirements before calculating the credit.

MISTAKE 4: NOT KEEPING ACCURATE RECORDS

Maintaining accurate records is essential for calculating the ERC tax credit and ensuring compliance with IRS regulations. Some businesses may struggle with record-keeping, leading to errors in their calculations or potential issues with the IRS. To avoid this mistake, implement a robust record-keeping system and regularly review your records to ensure accuracy.

MISTAKE 5: NOT CONSULTING WITH A TAX PROFESSIONAL

Calculating the ERC tax credit can be a complex process, and it's essential to consult with a tax professional to ensure you are maximizing your credit while staying compliant with IRS regulations. Some businesses may attempt to calculate the credit on their own, leading to errors or missed opportunities for savings. To avoid this mistake, work with a qualified tax professional who can guide you through the calculation process and ensure accuracy.

By avoiding these common mistakes, you can confidently calculate your ERC tax credit and maximize your savings while staying compliant with IRS regulations. Remember to consult with a tax professional and maintain accurate records to ensure the best possible outcome for your business.

MODULE 7: ADDITIONAL SERVICES OFFERED BY OUR COMPANY

EXPERTISE IN PROCESSING ERC CLAIMS

In this section, we will discuss our company's expertise in processing Employee Retention Credit (ERC) claims. Our goal is to provide you with a seamless and stress-free experience while maximizing your tax credit benefits.

WHY CHOOSE US FOR YOUR ERC CLAIMS?

1. **Experienced Professionals:** Our team of tax professionals has extensive knowledge of the IRS tax code and ERC regulations. We stay up-to-date with the latest changes and ensure that our clients receive accurate and timely information.
2. **Personalized Service:** We understand that every business is unique, and so are their ERC eligibility and requirements. Our team will work closely with you to assess your specific situation and provide customized solutions to maximize your tax credit.
3. **Efficient and Accurate Processing:** We use advanced software tools and proven methodologies to process your ERC claims quickly and accurately. Our team will ensure that your claims are filed correctly and on time, minimizing the risk of penalties and delays.
4. **Transparent Communication:** We believe in maintaining open and honest communication with our clients. Our team will keep you informed about the progress of your ERC claim and address any concerns or questions you may have throughout the process.
5. **Confidentiality and Security:** We take the privacy and security of your financial information seriously. Our company follows strict data protection protocols and uses secure systems to safeguard your sensitive information.

OUR PROCESS FOR ERC CLAIMS

1. **Initial Consultation:** We begin with a free consultation to discuss your business situation and determine your eligibility for the ERC. This

includes reviewing your financial records, government shutdown orders, and other relevant information.

2. **Documentation and Data Collection:** Our team will guide you through the process of gathering the necessary documents and information required for your ERC claim. This may include payroll records, tax forms, and other financial statements.
3. **Claim Calculation:** We will carefully analyze your data and calculate your ERC tax credit amount, ensuring that you receive the maximum benefit possible. Our exclusive calculation guide, available only to committed clients, will provide step-by-step instructions and examples for better understanding.
4. **Filing Your Claim:** Once your ERC claim is prepared, our team will file it with the IRS on your behalf. We will ensure that all forms are completed accurately and submitted within the required deadlines.
5. **Follow-up and Support:** After your claim is filed, we will continue to provide support and assistance as needed. This includes addressing any inquiries from the IRS, helping you understand your claim status, and offering guidance on how to use your tax credit effectively.

By choosing our company for your ERC claims, you can be confident that you are working with a team of experts dedicated to helping your business succeed. In the next section, we will discuss additional services we offer, such as assistance with taxes, business setups, LLCs, and EINs.

ASSISTANCE WITH TAXES, BUSINESS SETUPS, LLCs, AND EINs

In addition to our expertise in processing ERC claims, our company offers a wide range of services to support your business's financial and legal needs. In this section, we will discuss how we can assist you with taxes, business setups, LLCs, and EINs.

TAX ASSISTANCE

Navigating the complex world of taxes can be overwhelming for any business owner. Our team of tax professionals is here to help you with:

1. **Tax Planning:** We will work with you to develop a comprehensive tax strategy that minimizes your tax liability and maximizes your savings, while ensuring compliance with all tax regulations.
2. **Tax Preparation:** Our team will prepare and file your federal, state, and local tax returns accurately and on time, helping you avoid penalties and interest charges.
3. **Tax Resolution:** If you are facing tax issues, such as audits, liens, or levies, our team can provide expert representation and negotiate with the IRS on your behalf to resolve these matters.

BUSINESS SETUPS

Starting a new business can be both exciting and challenging. Our team can guide you through the entire process, including:

1. **Business Structure Selection:** We will help you choose the most appropriate legal structure for your business, considering factors such as liability protection, tax implications, and management flexibility.
2. **Business Registration:** Our team will assist you in registering your business with the appropriate federal, state, and local agencies, ensuring that all necessary paperwork is completed and filed correctly.
3. **Licenses and Permits:** We will help you identify and obtain any required licenses and permits for your business, ensuring compliance with all relevant regulations.

LIMITED LIABILITY COMPANIES (LLCS)

Forming an LLC can provide numerous benefits for your business, such as liability protection and tax advantages. Our team can assist you with:

1. **LLC Formation:** We will guide you through the process of forming an LLC, including preparing and filing the necessary documents with the appropriate state agency.
2. **Operating Agreement:** Our team will help you draft a comprehensive operating agreement that outlines the rights, responsibilities, and ownership structure of your LLC's members.

3. **Ongoing Compliance:** We will ensure that your LLC remains in good standing by helping you maintain proper records, file annual reports, and meet other state requirements.

EMPLOYER IDENTIFICATION NUMBERS (EINS)

An EIN is a unique identification number assigned by the IRS to your business. Our team can assist you with:

1. **EIN Application:** We will prepare and submit your EIN application to the IRS, ensuring that all information is accurate and complete.
2. **EIN Verification:** If you already have an EIN, our team can verify its accuracy and help you correct any errors or discrepancies.
3. **EIN Updates:** We will assist you in updating your EIN information with the IRS, such as changes in your business name, address, or ownership structure.

By offering comprehensive assistance with taxes, business setups, LLCs, and EINs, our company can provide the support you need to successfully manage your business's financial and legal affairs. In the next section, we will discuss the benefits of working with our company and the next steps to take advantage of our services.

BENEFITS OF WORKING WITH OUR COMPANY AND NEXT STEPS

Choosing to work with our company for your Employee Retention Credit (ERC) claims and other financial and legal needs comes with numerous advantages. In this section, we will discuss the key benefits of partnering with us and outline the next steps to get started.

BENEFITS OF WORKING WITH US

1. **Expertise:** Our team of experienced professionals has in-depth knowledge of the IRS tax code, ERC regulations, and other financial and legal matters. We are committed to staying up-to-date with the latest changes and providing accurate information to our clients.
2. **Comprehensive Services:** We offer a wide range of services, including ERC claims processing, tax assistance, business setups, LLC formations,

and EIN applications. This allows you to access all the support you need in one place, saving you time and effort.

3. **Personalized Solutions:** We understand that every business is unique, and we tailor our services to meet your specific needs and goals. Our team will work closely with you to develop customized strategies that maximize your benefits and ensure compliance with all regulations.
4. **Efficient and Accurate:** We use advanced software tools and proven methodologies to deliver efficient and accurate results. Our team is dedicated to ensuring that your claims, tax returns, and other filings are completed correctly and on time, minimizing the risk of penalties and delays.
5. **Transparent Communication:** We believe in maintaining open and honest communication with our clients. Our team will keep you informed about the progress of your projects and address any concerns or questions you may have throughout the process.
6. **Confidentiality and Security:** We take the privacy and security of your financial information seriously. Our company follows strict data protection protocols and uses secure systems to safeguard your sensitive information.

NEXT STEPS TO GET STARTED

1. **Schedule a Consultation:** Contact us to schedule a free, no-obligation consultation to discuss your business situation and needs. During this meeting, we will assess your eligibility for the ERC and explore how our other services can benefit your business.
2. **Sign an Engagement Agreement:** If you decide to work with us, we will provide you with an engagement agreement outlining the scope of our services, fees, and other terms. This agreement serves as a commitment from both parties to work together and ensures a clear understanding of expectations.
3. **Provide Necessary Information:** Our team will guide you through the process of gathering the required documents and information for your projects. This may include financial records, tax forms, and other relevant data.

4. **Collaborate and Communicate:** Throughout our partnership, we will maintain regular communication to keep you informed about the progress of your projects and address any concerns or questions you may have. We encourage open dialogue and welcome your feedback and input.
5. **Review Results and Implement Strategies:** Once your projects are completed, we will review the results with you and provide guidance on implementing the strategies and recommendations we have developed. Our team will continue to provide support and assistance as needed, ensuring your ongoing success.

By choosing to work with our company, you can be confident that you are partnering with a team of experts dedicated to helping your business succeed. Contact us today to schedule your free consultation and take the first step toward maximizing your ERC benefits and achieving your financial and legal goals.