

Detailed Listing of Types of Documentation Required to Complete Full Analysis

(1) *Federal 941 forms:

- We need Q2, Q3, & Q4 of 2020 and Q1, Q2, & Q3 of 2021.
- Please be sure to include the first 3 pages (Lines 1-28) in a PDF format.
- These forms can be obtained from the payroll provider.
- Any filed amendments to the 941's

(2) *Detailed Payroll Report:

The IRS requires that the detailed payroll report meets these requirements:

- Date range from 03/13/2020 - 09/30/2021 (or the quarters qualified on the questionnaire)
- Gross wages visible for each individual employee, with first and last name listed.
- Wages broken down by month, quarter, or individual check date.
- Excludes SSNs, Addresses, Birthdates, and Account Numbers.

(3)*The names of the Majority Owners and any relatives who work there.

(4)*Did they receive a PPP loan?

PPP Loan Draw 1

- Amount:
- Date Rec'd:
- Forgiveness period: (8 weeks, 16 weeks, 24 weeks, etc.)

PPP Loan Draw 2

- Amount:
- Date Rec'd:
- Forgiveness period:(8 weeks, 16 weeks, 24 weeks, etc.)

Any grant information including but not limited to restaurant revitalization, WOTC, or any other Government Aid

Information for Completing the Agreement

- *Authorized signer full name:
- *Authorized signer email:
- *Authorized signer title:
- *Authorized signer mailing address: