

**CLIENT ACKNOWLEDGMENT FORM & AGREEMENT:  
2020 EMPLOYEE RETENTION TAX CREDIT (ERTC) PROGRAM**

*Eff. August 2021*

Client Name	Client Number
Client Authorized Signer Name (Printed)	Client Authorized Signer Title
Client E-mail	Client Phone Number

**BY CHECKING THE BOXES BELOW, YOU ACKNOWLEDGE THE FOLLOWING:**

- ☐ The Client acknowledges they are a qualifying business entity entitled to claim the 2020 Employee Retention Tax Credit ("ERTC") in accordance with the qualifications specified under the CARES Act as further amended by the Consolidated Appropriations Act, 2021 ("CAA21") to include:
  - 1) Operations were fully or partially suspended due to a COVID-19 related "shut-down order," or
  - 2) Gross receipts in 2020 declined by more than 50% when compared to the same quarter in the previous year.
- ☐ The Client acknowledges that it is the Client's sole responsibility to calculate and determine eligibility for the credits based on the guidance set forth in the CARES Act and CAA21. Eligibility must be determined on a quarter-by-quarter basis and Client must retain documentation of eligibility for five years after the quarter in which the claim for the ERTC is filed.
- ☐ The Client acknowledges that the credit is based on 50% of qualified wages paid from March 13, 2020 through December 31, 2020 up to a maximum annual credit of \$5,000 per employee.
- ☐ The Client acknowledges that it is the Client's sole responsibility to determine an employee's qualified wages for purposes of calculating the ERTC.
- ☐ The Client acknowledges that it is Questco's responsibility to submit the request to the IRS for the ERTC for the applicable 2020 quarter(s) based on the calculations provided by the Client.
- ☐ Any ERTC due to the Client for the applicable quarter will be remitted to the client upon Questco's receipt of the refund from the IRS following the filing of an amended Form 941 for the calendar year 2020.
- ☐ The Client acknowledges they **DID NOT** request an advance ERTC for 2020 on Form IRS 7200 (Advance of Employer Credits Due to COVID-19). All tax credits earned by the Client under the ERTC program will be reported by Questco on behalf of the Client in conjunction with their responsibilities as the Client's PEO.
- ☐ If the Client terminates their Client Service Agreement (CSA) with Questco prior to the full collection of all 2020 tax credits earned under the ERTC program, Questco will remain responsible for remitting the credits to the Client upon receipt from the IRS. Questco will provide a report of any outstanding 2020 ERTC's at the time the CSA between the Client and Questco is terminated.
- ☐ The Client acknowledges that if they have received an SBA Loan under the PPP, or other allowable credit, such as the R&D or Work Opportunity Tax Credit, the Client's calculation cannot double count those wages when computing the ERTC qualified wages and it will be the Client's responsibility to appropriately account for the use of PPP loan funds or other tax credits during the period they wish to participate in the ERTC program when calculating an employee's qualified wages for purposes of determining the ERTC available.

**Please submit all pages of completed form to your Questco Client Success Manager for processing.**



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**Exhibit for Declaring Applicable 2020 Employee Retention Tax Credits are Attached as Follows:**

☐ Exhibit 1 – Employee Retention Tax Credit – 2020 Eligibility Declaration

***(Note: Please submit even if you have already notified Questco of your desire to request ERTC for the 2020 calendar year.)***

I certify that by signing this agreement, I am duly authorized as a representative of the Client named above to sign this agreement. All the facts are true and correct to the best of my knowledge. I have reviewed the guidance provided by the IRS for the above Employee Retention Credit under the CARES Act as amended by CAA21.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

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**Exhibit 1:**

**Employee Retention Tax Credit – 2020 Quarterly Eligibility Declaration**

*Client must declare eligibility for each quarter of 2020 and notify Questco by completing this form as follows:*

**2020 Employee Retention Tax Credit Request – Declare and submit to Questco by 8/20/2021**

- ☐ Client certifies they are eligible for the ERTC during Quarter 1 2020
- ☐ Client certifies they are eligible for the ERTC during Quarter 2 2020
- ☐ Client certifies they are eligible for the ERTC during Quarter 3 2020
- ☐ Client certifies they are eligible for the ERTC during Quarter 4 2020

**Credit Issuance to Client:**

Earned retention credits can only be issued to the client once Questco has received the 2020 refund from the IRS. Upon receipt of the tax refund filed on behalf of the Client, the full amount of the funds will be transferred to the same client bank account used for payroll.

I certify that by signing this agreement, I am duly authorized as a representative of the Client named above to sign this agreement. All the facts above are true and correct to the best of my knowledge. I have reviewed the guidance provided by the IRS for the 2020 Employee Retention Credit program under the CARES Act as amended by CAA21.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

**Please submit all pages of completed form to your Questco Client Success Manager for processing.**