

## STEP ONE: APPLICANT QUESTIONNAIRE

Please complete the ercTree Applicant Questionnaire located in your [ercTree Customer Back Office](#).

## STEP TWO: DETAILED PAYROLL REPORTS

**Required:** Payroll Summary Detail by Employee Name and Check date for 3/15/2020 - 9/30/2021. MS Excel format is required.

2020 Q1: Only From March 13th to March 31st	2021 Q1: January, February and March
2020 Q2: April, May and June	2021 Q2: April, May and June
2020 Q3: July, August and September	2021 Q3: July, August and September
2020 Q4: October, November, and December	2021 Q4: October, November, and December

## STEP THREE: IRS FORM 941

**Required:** Your Payroll Provider has the Quarterly IRS Form 941's available. Residents of Puerto Rico your 941 Forms are labeled 941-PR. If you're Refiling your 941 Forms are labeled 941-X.

2020 Q1: January, February, and March	2021 Q1: January, February and March
2020 Q2: April, May and June	2021 Q2: April, May and June
2020 Q3: July, August and September	2021 Q3: July, August and September
2020 Q4: October, November, and December	2021 Q4: October, November, and December

## STEP FOUR: GROSS RECEIPTS / INCOME STATEMENTS

**Required:** Either the gross revenue amounts to be entered on to the Applicant Questionnaire or Income Statements will be required with the Document Upload.

2019: Q1 - Q2 - Q3 -Q4      2020: Q1 - Q2 - Q3 -Q4      2021: Q1 - Q2 - Q3 -Q4

## STEP FIVE: PAYROLL PROTECTION PROGRAM (PPP)

**If applicable:** PPP1 and/or PPP2 were not Forgiven, you will need to provide the PPP Initial Note. If Forgiven, only Form 3508 is required.

PPP 1: Form 3508 - Application for Forgiveness      PPP 2: Form 3508 - Application for Forgiveness  
PPP 1: Initial Note      PPP2 : Initial Note

## STEP SIX: GROUP HEALTH BENEFIT PREMIUMS

**If applicable:** Did you pay a portion of Group Health Premium for your employees? If so, please provide the requested statement periods.

2020: January through December      2021: January through December