

Practitioners are sure to see a lot of Employee Retention Credit (ERC) issues. The following tools for calculating ERC were submitted by PSTAP member, Fred Weaver, EA; they were created by the team at Weaver Accounting. A blank form and a sample form are provided for your convenience. Please review the usage guidance below.

SAMPLE - Qualified Wages for Employee Retention Credit

TEMPLATE - Qualified Wages for Employee Retention Credit

DISCLAIMER: User is responsible for their own due diligence. User is responsible for determining the accuracy of all results and cannot rely on spreadsheet calculations alone.

IMPORTANT: Please read the following notes on the ERC spreadsheet:

Spreadsheet assumes:

1. No qualified health plan expenses
2. No qualified sick leave nor family leave wages
3. Employer averaged 100 or fewer full-time employees.

You must enter a **Y** or **N** in 3C, 3E, 3G, and 3I for ERC formulas in those columns to activate.

If **Y**, you are saying employer eligible to receive ERC for employees listed as paid in that quarter. If **N**, you are saying employer NOT eligible for ERC in that quarter. For example, on employee 20 in the sample, there is a N in 3I which is why no ERC wages computed for employee 20 in quarter 4.

Also, remember that wages paid to employees that are related to employer in certain ways are not eligible for ERC and their wages should **not** be entered in columns B, D, F and H. It is advisable to list their name and follow with something like, related to employer-wages not eligible. If you chose to list their wages, you could override ERC calculation and enter a 0 in the ERC eligible wages calculation cell.