



**Two things make you eligible for the Employee Retention Credit:**

1. Mandated to be partially/fully shut down.
2. Decline in gross receipts.

**2020:** To test for a decline in gross receipts you must compare one (any) quarter of 2019 against the same quarter of 2020. The difference in receipts must be 50%.

**2021:** To test for a decline in gross receipts you must compare one (any) quarter of 2019 against the same quarter of 2021. The difference in receipts must be 20%.

Link to [IRS GUIDELINES](#)

Any PPP funds used in payroll must be identified by check date and disclosed so that they can be excluded from the retention credit calculation.

If you are eligible, please complete our online ERTC request form (links below).

[2020 Retroactive ERTC Request Form](#)

[2021 ERTC Request Form](#)

**PayData will calculate the credit and submit the necessary returns to the IRS for your refund.**