



## Authorization for Employee Retention Credit

Company Legal Name: \_\_\_\_\_ Client Code: \_\_\_\_\_

Authorizing Individual's Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

The Employee Retention Credit (here after referred to as the ERC) under the CARES Act encourages businesses to keep employees on their payroll. The refundable tax credit is 50% of up to \$10,000 in wages paid per employee by an eligible employer. View eligibility qualifications at the link provided:

<https://www.irs.gov/newsroom/covid-19-related-employee-retention-credits-general-information-faqs>

By signing below, I acknowledge that

- I have reviewed the IRS guidelines and confirm that the legal company listed above is an eligible employer for the ERC under the CARES Act.
- I am requesting Autopaychecks HCM to enable the ERC Business Credit as of the above effective date.
- this authorization form must be signed and returned to Autopaychecks HCM PRIOR to the last day of each quarter that the credits will be applied to.
- quarterly fees will increase to \$250.00 for each quarter that the ERC affects.
- there is a \$125.00 fee for each Form 7200 created.
- once the credit amount has been calculated and recorded by Autopaychecks, a completed Federal Form 7200 will be sent for my review and signature. By signing the Form 7200 I authorize the information as accurate.
- after the Form 7200 is signed and returned to Autopaychecks it will be filed properly with IRS for processing.
- the liability for accurate returns and timely tax deposits falls on the legal company stated above.

First check date to include in the ERC quarterly calculation: \_\_\_\_\_

*\*\*Per IRS guidelines - Must be AFTER March 12, 2020*

Last check date that the ERC quarterly calculation includes: \_\_\_\_\_

*\*\*The last check date on or before last day of quarter for which current Form 7200 is being filed*

This form is due to Autopaychecks HCM prior to each quarter end, before Federal Form 941 is processed.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email to: [info@autopaychecks.com](mailto:info@autopaychecks.com) or Fax to 970-257-1872

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Internal

iSolved by: \_\_\_\_\_ Date: \_\_\_\_\_

MasterTax by: \_\_\_\_\_ Date: \_\_\_\_\_

Double Checked by: \_\_\_\_\_ Date: \_\_\_\_\_