



## Request for COVID-19 Processing & Amending

Brand's Covid-19 Tax Credit Processing services, the most comprehensive in the industry, includes:

**1. A thorough review of your company type.** Due to the circuitous calculation methods provided by the government, many businesses and organizations categorize their company incorrectly, causing them to lose out on large numbers of tax credits that are due to them. Brand's guides accountants and owners to take advantage of their appropriate company type.

**2. An expert analysis of your company's unique covid-related circumstances.** Brand's considers multiple factors beyond basic mandatory shutdowns and reduced receipts, to make sure your company maximizes the tax credits available.

**3. An expert analysis of any potential conflict between PPP loans and ERC.** Brand's juxtaposes the employee retention tax credits in conjunction with PPP forgiveness loans to ensure that your company receives the maximum tax credits possible.

Please complete the following information:

Company Number: \_\_\_\_\_ Company Name: \_\_\_\_\_

I would like to claim the unused COVID-19 tax credits available. I, \_\_\_\_\_, agree to have Brand's Payroll process and amend the following quarter report(s)\*:

- 1<sup>st</sup> quarter of year \_\_\_\_\_
- 2<sup>nd</sup> quarter of year \_\_\_\_\_
- 3<sup>rd</sup> quarter of year \_\_\_\_\_
- 4<sup>th</sup> quarter of year \_\_\_\_\_

\* The fee for Covid-19 processing and amending is based on company size. Minimum fee: \$575 per quarter. An additional \$575 fee is applied per \$50,000 of tax credit. Maximum fee: \$5,500 per quarter.

This claim is for the following tax credits:

- Employee Retention Credit (ERC)
- Emergency Paid Sick Leave (EPSL)
- Emergency Medical and Family Leave (EFMLA)

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

Print Name \_\_\_\_\_ Title: \_\_\_\_\_