



Employee Retention Credit Opt-In Agreement

Brand's Covid-19 Tax Credit Processing services is the most comprehensive in the industry. It 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.

Company Number: _____ Company Name: _____ EIN: _____

I am hereby requesting* that my entity be marked as eligible for the tax credits available under the H.R.748 - CARES Act SEC. 2301. EMPLOYEE RETENTION CREDIT FOR EMPLOYERS SUBJECT TO CLOSURE DUE TO COVID-19 as amended in the Consolidated Appropriations Act, 2021.

Please check one of the following options:

- Our entity is eligible for the tax credits available to employers with over 500 employees.
- Our entity is eligible for the tax credits available to employers with 100-500 employees.
- Our entity is eligible for the tax credits available to employers with 100 or less employees.

We have consulted our company's legal counsel and have determined that our entity is currently eligible for the tax credits.

Eligibility Effective Start Date: _____ Eligibility Effective End Date: _____

I acknowledge that we will be responsible to ensure continuous compliance and eligibility for the tax credits. We are aware that the eligibility ends once certain criteria are met; we will therefore monitor our company's ongoing eligibility. We will ensure that as soon the eligibility ends, Brand's will be notified promptly, so that the credit is not applied to any payroll following the date we became ineligible for the credits.

* I am aware that there will be a fee associated with enrolling in this service, based on the employee count. For payroll correction entries, 3.75 will be assessed per employee correction. For 2021, a per payroll fee will be assessed based on employee count.

Authorized Signature: _____ Date: _____

Print Name _____ Title: _____