

## **Intake Questionnaire For ERTC Prospects**

**This is your Intake Interview and the process to get the Qualification process underway.**

**These questions are Brian's questionnaire. Getting a client to do the questionnaire gets them connected and increases their interest and willingness.**

**Note:**

**No one ever has the Data at hand to answer the *question two*. Skip it and go on through the Questionnaire. Bring it up at the end when you go over any other data they need to send to me.**

**To start say:**

**"We are going to fill out a short questionnaire. It takes about 10 minutes, and it will get your qualification started. If you do not have the answer at hand, it's okay."**

**"When we are done, I will send you an email with the data you need to send to me to complete the questionnaire."**

Business Name:

Client Name:

**1. Did your business start before or after 1/1/2019 Before  
1A. If after, what was the start date?**

**2. Do you know the income figures by quarter for 2019 2020 and 2021  
If yes get them  
If not skip find out when you can get them**

**3. What are the avg number of full-time employees you had in 2019 (over 30 hours a week)  
(If they don't have the exact its ok We just need Ball park for now.)**

**4. Does your company have locations in more than one state?**

**4A. Can you generally describe the scope of your business in these States. (Scope refers to the volume of business)**

**5. Can you describe your business as to (This is a rather unspecific question and part is answered just before it do they need S-Corp/ LLC / multi-national / sole proprietor / franchise ....**

**6. Were you affected by shut down orders?**

If your business suffered a full or partial suspension of operations due to a government mandate, provide us the basis for that determination and the date range that the government mandates were in place.

We ask that you make a reasonable attempt here at providing an **explanation of what government mandates caused your operations to partially or fully suspended and the date range of that suspension (both the start date and end date)** so that we can engage in a more thorough dialogue as needed.

If so, get any details:

*Even a shut down for a short time is essential to know*

**7. Do you use a PEO: (use this description so they know how to answer)**

A PEO, or professional employer organization, is a type of full-service human resource outsourcing known as co-employment. In this arrangement, the PEO performs various employee administration tasks, such as payroll and benefits administration, on behalf of a business. Some PEOs also have strategic services, but no two are exactly alike, so it's important to research providers and compare their capabilities.

Like benefits healthcare HR services etc. **NO Doesn't Use!**

**8. How does your company participate in health care coverage for your employees?**

No health care coverage:

Partial pay

Full pay

Pay a stipend

Any other way?

**9. Have you claimed the WOTC (use this description so they know how to answer)**

The Work Opportunity Tax Credit (WOTC) is a **Federal tax credit available to employers for hiring individuals from certain targeted groups who have consistently faced significant barriers to employment.**

• Unemployed Veterans (including disabled veterans) • Temporary Assistance for Needy Families (TANF) Recipients • Food Stamp (SNAP) Recipients • Designated Community Residents (living in Empowerment Zones or Rural Renewal Counties) • Vocational Rehabilitation Referred Individuals • Ex-Felons • Supplemental Security Income Recipients • Qualified Long-Term Unemployed • Summer Youth Employees (living in Empowerment Zones)

**10. Can you describe your payroll calendar?**

**Example:** *We pay biweekly for the 2 weeks ending the previous Sunday.*

The following section is described in Brian's Training, but the simplest thing is that no Owner or family member of the owner is eligible for the ERTC . Get the name and relationship of all family close or distant in the following sections.

11. Ownership percentages (The percentages used in these calculations follow the guidelines for qualification on this program, they do not follow the actual legal ownership.

11A. We need to know everyone that owns between 5 to 25%

11B. Anyone that owns more than 25%

### 11C. Family Ownership

For purposes of this legislation, married couples must add their spouses ownership % to their own % - even if the company is only held in one of their names and/or they do not file joint tax returns.

#### Example #1

Mary owns 75% and her husband Bob owns 25%.

For this legislation: Mary and Bob *constructively* own 100% so you would type "Mary and Bob are married and own 100%".

#### Example #2

Jerry owns 100% and his wife Sally owns 0%.

For this legislation: Jerry and Sally *constructively* own 100% so you would type "Jerry and Sally are married and own 100%".

Name all W-2 employees who are a \*relative\* of one of the individuals listed above who owns more than 50%, and describe the relationship.

Once again, if a husband owns 50% and wife owns 50%....then *constructively* they each own 100% and their relatives who are W-2 employees should be included in this answer.

For example: Larry owns 100% and his wife Kerri owns 0%. Kerri's sister Judy works for the company.

Remember, for purposes of this legislation, Kerri owns 100% also. So for this question you would type: "Judy - sister of Kerri who owns 100%"

\*\*(For purposes of this legislation, **relatives are defined as** children, siblings, step-siblings, parents, step-parents, niece, nephew, aunt, uncle, son/daughter-in-law, father/mother-in-law, brother/sister-in-law, or anyone sharing a principal place of abode. A spouse would not be listed here as a relative because they should be included as an owner.)

List our family relationships and employment here:

12. Did you receive a PPP Loan in 2020?  
Was it forgiven?

13. Did you receive a PPP Loan in 2021?  
Was it forgiven?

**Ending the Interview:**

Let the client know you have finished. Go over the data they need to send to you from the questions above that they could not answer, including question two. Be clear about it and get them to commit to getting it to you that same day or the next day. Do not drag it out .

Thank them. And end off

Immediately Send them an email requesting the data needed and a reminder of the time that they promised to have it for you. Let them know the faster they respond the sooner they will get their money.