# BLC Academy: Required Client Document Collection*

As part of our mission to educate American businesses on the ERC program and help them realize savings in a transparent, ethical, quality, and compliant manner, **during our client-driven process**, we are **required to collect client-specific information supporting their ERC filing**. Below is a list of those required documents.

**Please direct clients to upload these document to our client portal.**

- **A completed Covid Impact Questionnaire** – This questionnaire will be the baseline for the narrative to help support the business' ERC claim. The statements made in the questionnaire will be part of their records and help substantiate eligibility for the ERC.
- **941s** –This form is used by Employers to report income taxes, Social Security tax, or Medicare tax withheld from employee's paychecks. This form is also used to pay the employer's portion of Social Security or Medicare tax.
- **W-2 payroll journals** – Payroll journals are a vital aspect of running payroll. They provide details on how much a company is spending on its employees each month, including gross wages, National Insurance contributions, pensions, benefits and etc.

- **PPP forgiveness letters** (3508-form) – Borrowers may be eligible for Paycheck Protection Program (PPP) loan forgiveness.  If they completed form 3508, they would have received a forgiveness letter that will be required as part of their ERC process.
- **Quarterly gross revenues** (if applicable) – Copies of an Employers Quartey Gross Revenues
- **Ownership Structure** – We require copies of a client's ownership structure for 2 reasons. 1- Allows us to determine who the majority owners are (majority owner wages are not eligible wages) & 2- Identifies any affiliated businesses owned by the majority owners that may need to be considered in our facts and circumstances review. Please provide a breakdown of the ownership percentages and any affiliated businesses

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Helping American businesses reinvest in themselves

*\*Note:* These are a baseline documents required for ERC. Each client has unique "facts & circumstances" that could require further documentation.