

ERC PURCHASE CHECKLIST

888-284-3339 | www.ertclendingnetwork.com | info@ertclendingnetwork.com



Please collect all of the following items to expedite the processing of your Finance ERC purchase application. If the application is signed by hand, the agent must submit a completed and signed application in PDF format.

MINIMUM REQUIREMENTS

- *51% minimum ownership on application (can be combined). All owners over 20% must be on the app
- *PEO cannot be present when 941-X's were filed
- *Total ERC filing amount cannot be less than 75k
- *Do not fund Massachusetts

- Completed application**
If the application was e-signed, a certificate of completion must be submitted along with the application.
- IRS Form 8821 & 7216 (template provided)**
Complete the information on pages 1 & 3. Documents must be hand-signed in black ink. Address must match most recent IRS filing.
- IRS Form 941 (original return) and 941X (amended return) prepared to the IRS for each quarter the business is requesting the ERC.**
Must be signed and dated/ if dated within 6 weeks, it must have proof of postage/tracking Please see IRS Form 8821 & 7216 for proper formatting.
- ERC calculations to support the ERC filing. (Only required if ERC purchase amount is over \$500K)** Wage summary report broken down by employee and quarter - must match 941x filings.
Confirm that PPP calculation is subtracted from ERC.
- Documentation for ERC qualification (reason) from ERC filer. (Only required if ERC purchase amount is over \$500K)** Eligibility reason and qualifying documentation to support from ERC preparer (revenue reduction, supply chain and government mandate/shutdown).
- 2 most recent quarters of 941s. (Only required if ERC purchase amount is over \$500K)**
- Color copy of government issued ID for any owner listed on the application (front and back)**
- Copy of 2 most recent tax returns along with current financial documents**
First 10 pages, including a schedule C if filed on a 1040 and K-1.
- Bank statements (3 Months/all pages)**
Our technology partner will send you a secure link via email that will allow you to transmit your bank statements required for the underwriting process.
- The following will be needed AFTER approval AND before funding:**
 - W-9 by authorized signer(s)
 - Copy of operating agreement or by-laws or Corporate formation documents or board resolution
 - Void Check



THANK YOU FOR YOUR INFORMATION

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ERC file date _____ ERC file amount _____ ERC purchase amount _____

ERC eligibility reason - Check all the applies Revenue Reduction Govt Shutdown Supply Chain

ERC Preparer name _____

ERC Preparer email _____ ERC Preparer phone number _____

Did you use a PEO in the following quarters: NA 2022 Q2 Q3 Q4
2023 Q1 Q2 Q3 Q4

Payroll Provider name, phone # & email _____

CPA or tax preparer name, phone # & email _____

COMPANY INFORMATION (ERC SELLER)

First Name _____ Last Name _____

Name of legal entity _____ Entity Type _____ EIN _____

Business address, city, state, zip _____

Mailing address, city, state, zip _____

Business email _____ Business website _____

Business phone _____ DBA/trade name _____

Date business was formed _____

BUSINESS OWNER INFORMATION

Please list business owners and % of ownership for anyone owning more than 20%. Guarantor ownership should equal 51% or greater.

First Name _____ Last Name _____

% Ownership _____ DOB _____ SS# _____

VALID Government-issued photo ID# _____

Issue date _____ Expiration date _____

Owner's cell phone _____ Owner's email address _____

Residential address, city, state, zip _____

Country of citizenship _____ Country of residence _____



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ADDITIONAL BUSINESS OWNER INFORMATION

Please list business owners and % of ownership for anyone owning more than 20%. Guarantor ownership should equal 51% or greater.

First Name _____ Last Name _____
% Ownership _____ DOB _____ SS# _____
VALID Government-issued photo ID# _____
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Owner's cell phone _____ Owner's email address _____
Residential address, city, state, zip _____
Country of citizenship _____ Country of residence _____

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BANK OPERATING ACCOUNT & AUTHORIZED SIGNATORY

Name of the authorized signer _____

Title _____ Email _____ Cell phone _____

Bank name _____ Routing number _____ Account number _____

CERTIFICATION, AUTHORIZATION & CONSENT

ALL BOXES MUST BE INITIALED FOR THE APPLICATION TO BE PROCESSED.

Certification and Authorization: The business identified above and its owner(s) or principal(s) (collectively "Seller") represents, acknowledges and agrees: (1) all information and documents provided to us and our funding partners ("Purchaser") are true, accurate and complete and (2) if Seller learns prior to the purchase or at any other time that any information provided is not true, accurate and complete, Seller will notify Purchaser immediately. Seller authorizes Purchaser to investigate and verify any references given or any other statements, information or data provided or obtained regarding Seller. Seller further represents that he or she is authorized to offer Seller's Employee Retention Tax Credits ("ERC").

Credit File Authorization: The Seller gives Purchaser "written instructions" (1) to obtain information from Seller's personal credit file or other information from consumer reporting agencies solely for qualifying the Seller; (2) authorizes Purchaser and each of Purchaser's representatives, successors and designees (collectively, "Recipients") to request and receive any investigative reports, credit reports, statements from creditors or financial institutions, verification of information, or any other information that a Recipient deems necessary; and (3) waives and releases any claims against Recipients and any information-providers arising from any act or omission relating to the requesting, receiving or release of information.

Consent to Speak with and Communicate with Third Parties on Behalf of Seller: The Seller authorizes Purchaser to speak with third parties during the application/underwriting process and post closing of the transaction. Such third parties may include, but not limited to ERC consulting/filing providers, accountants, CPAs, attorneys and/or other third party advisors/consultants familiar with Seller to discuss further information about the Seller.

Banking Information Authorization: The Seller agrees to share its banking information with Purchaser and authorizes the use of Decision Logic (and/or equivalent) to retrieve this information. Seller acknowledges and agrees that when Decision Logic (and/or equivalent) or its service providers access and retrieve information from third party sites, Decision Logic and its service providers are acting as your agent.

Consent to Electronic Communications: The Seller authorizes Purchaser to contact Seller at any telephone number (including mobile, business, home and/or personal telephone numbers) or email address provided to Purchaser from time to time for any lawful reason and no such contact shall be deemed unsolicited. Seller authorizes Purchaser to contact Seller using any means of communication, including phone call, facsimile, mail, overnight delivery, email or text message, and including communications made using automated systems, artificial voices or pre-recorded messages, even if such method of communication results in charges to Seller.

Signature Printed Name Date

Signature Printed Name Date

Signature Printed Name Date

Signature Printed Name Date

FOR INTERNAL USE ONLY



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