



CANNA CPA MASTERS
THE ART OF HIGH ROI, MASTERED

Employee Retention Credit (ERC) Proposal and Initial Commitment Letter

How it works

- Have qualifying wages paid to employees
- Have significant decline in gross receipts OR operations disruption
 - i.e. government mandated shut downs (full or partial), Supplier delays, etc.
- Businesses that started during the COVID period are eligible

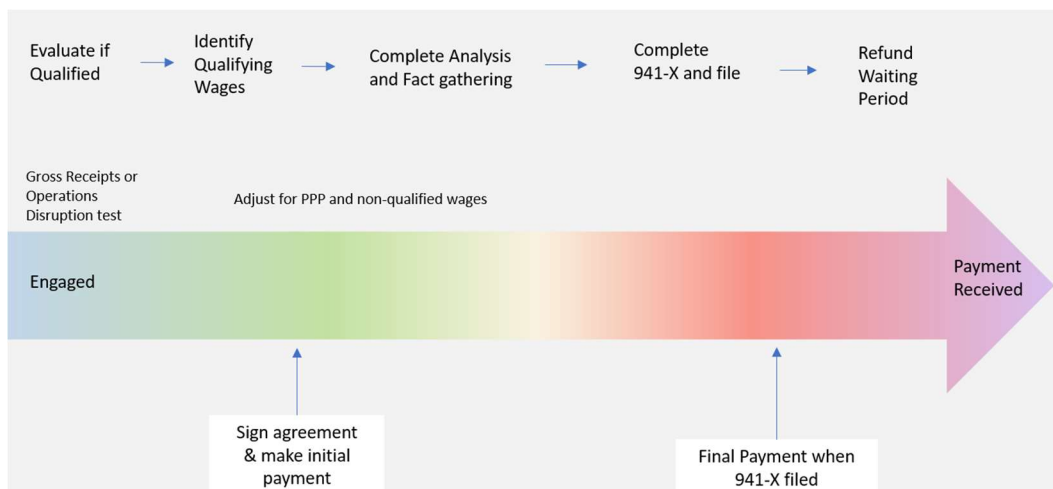
Credits are provided through payroll form 941 amendment

Credit percentage and qualifying wages

| | March 13, 2020 – December 31, 2020 | January 1, 2021 – June 30, 2021 | July 1, 2021 – December 31, 2021 |
|--|---|--|----------------------------------|
| Credit percentage | 50% | 70% | |
| Qualified wages (cap) | \$10,000 per eligible employee for all 2020 calendar quarters | \$10,000 per eligible employee <u>per</u> calendar quarter | |
| Maximum credit (per eligible employee) | \$5,000 for calendar year 2020 | \$7,000 per calendar quarter | |

Total possible credit of \$26k per employee

Steps once we are engaged



Our fee structure and timing for getting paid

| Client Credit | Fee | Deposit |
|-----------------------|----------|----------|
| \$0 - \$99,999 | \$5,000 | \$1,000 |
| \$100,000 - \$249,999 | \$10,000 | \$2,500 |
| \$250,000 - \$499,999 | \$20,000 | \$5,000 |
| \$500,00 - \$999,999 | \$30,000 | \$7,500 |
| \$1,00,000 – up | \$50,000 | \$10,000 |

- The Deposit is due once we complete the analysis and calculate the total credit, along with a signed engagement letter.
- The remainder of the fee is due once you receive the credit from the IRS.

Assurances to you

- If the IRS has questions prior to issuing the credit we will resolve.
- If the IRS flat out denies the credit (which we feel is highly unlikely), we will refund the deposit.
- We will provide representation in the event of an audit.

Next steps

If you agree to the terms above, sign this proposal below and we can get started.

Subsequent Steps:

- Send you our request list and questionnaire
- Schedule a call to talk through the request and questionnaire
- Gather factual supporting information and the complete analysis

IN WITNESS WHEREOF, the client has read and understands the proposal and has had the ability to have their legal counsel review this commitment letter.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____