



Advance Payment 7200 Credit Form

This form must be completed and returned to SDP by the last day of each quarter to be included on quarterly filings. Late submissions will require an amendment and incur additional fees.

Company Code and Name	Contact Name	Apply Credits to filings
		<input type="checkbox"/> Q3 2020 <input type="checkbox"/> Q1 2021 <input type="checkbox"/> Q4 2020 <input type="checkbox"/> Q2 2021

I. Form 7200: Advance Payment of Employer Credits Due to COVID-19

Total advance requested (line 8) for the quarter (please calculate the total for all Form 7200 submissions). Note: There is a **\$75 charge** for our team to manually report this information. Requests made after the last day of each quarter will require an amendment and incur a **\$150 charge per amended quarter**.

\$	
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II. Employee Retention Credits (ERC)

The Employee Retention Credit (ERC) program [has been extended](#) under the Taxpayer Certainty and Disaster Tax Relief Act of 2020. Eligible employers (now including PPP recipients) whose businesses have been financially impacted by COVID-19 can now claim up to 70% of up to \$10,000 in [qualified wages](#) they pay to employees after December 31, 2020 through June 30, 2021.

There is a **\$150 charge** for our team to manually report this information. Requests made after the last day of each quarter will require an amendment and incur a **\$300 charge per amended quarter**. Note: If SDP is processing your Employee Retention Credits (ERC), you do not need to complete this form to report your credits or pay additional fees to report.

Employee ID/EE SSN	Employee Last Name	Employee First Name	Total Qualified Wages Paid During Quarter
Total Qualified Wages Paid During Quarter			\$

*If you have additional employees to add to list, please place in excel in the following format and attach to form

III. Totals

Total Form 7200 Credits to Apply	Total Employee Retention Credits to Apply	Total 941 Credits for Applicable Quarter
\$	\$	\$

Client Signature	Date
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