



Coronavirus Aid, Relief, and Economic Security (CARES) Act & Federal Families First Coronavirus Act (FFCRA) Payroll Tax Program Election Form

The Coronavirus, Aid, Relief and Economic Security Act (CARES Act) allows employers to defer the deposit and payment of the employer's share of Social Security taxes and allows an employer to receive an employee retention tax credit (Employee Retention Credit) to encourage employers to keep employees on their payroll, despite experiencing economic hardship related to COVID-19. In addition, the Families First Coronavirus Response Act (FFCRA) allows employers to receive a tax credit for wages paid for qualified emergency paid sick leave and emergency family and medical leave.

If you elect to participate in one of these programs, you must return this completed Payroll Tax Program Election Form to your CDH Payroll Provider. We have the ability to monitor the balance of your payroll taxes due for each payroll. As the deferred taxes become due, you will ultimately be responsible for making the deferral payments to the taxing agency, however, we also have the ability to assist you by collecting the deferred taxes from you and remit payment on your behalf.

Company Name: _____

Date of Request: _____

- Tax Deferral:** I wish to defer the employer portion of Social Security tax deposits through December 31, 2020. I understand that 50% of my deferred payments are due by 12/31/2021 and the remainder is due by 12/31/2022. I understand that I cannot defer tax payments that become due after an SBA Paycheck Protection Program loan lender issues their decision regarding our loan forgiveness.
- Tax Credit:** Emergency Sick Pay and Emergency Family Medical Leave Act Pay. I understand that I cannot utilize these wages when calculating my employee retention tax credit.
- Tax Credit:** Employee Retention related to COVID-19. I understand that I cannot claim this credit and receive an SBA Payroll Protection Loan. I understand that wages paid for Emergency Sick Pay and Emergency Family Medical Leave Pay do not qualify for this tax credit. I understand employers with fewer than 100 employees can generally take these credits for all qualifying wages, while employers with more than 100 employees can only take the credit for wages paid to employees who are not working because of a COVID-19 government order or decline in revenues of 50% or more from the same period last year.

By signing this form I am acknowledging that I am responsible for determining the eligibility of my company to participate in these tax deferrals and credits programs; I am responsible to review any related material provided to me by CDH Payroll Services and notify of any inaccuracies within 3 business days or they will assume the information to be accurate; and, I am responsible for notifying CDH Payroll Services if my company becomes ineligible to participate in the elected programs.

Authorized Representative:

Printed Name _____

Title _____

Signature _____

Date _____