**Subject:** Employee Retention Credit – Tax Waiver

Hello,

You have elected to claim the **Employee Retention Credit.** Please sign and return the attached Tax Waiver for every quarter you would like to claim this credit.

If you are claiming the credit for Quarter 3 and/or Quarter 4, 2021, myPay Solutions will reduce the 941 liabilities impounded with each payroll processed. If there is still an available credit at the end of the quarter, this will automatically be reported as an overpayment on the 941 return and will be received directly from the IRS.

**If you are a Recovery Startup Business, please inform your payroll specialist to ensure Quarter 3 and/or Quarter 4 will be setup accurately.**

If you are claiming the credit now for prior quarters, it will require a 941-X to be filed. There will be a fee of $125/ quarter for myPay Solutions to file the amended return. Please note the 941-X is filed via paper and the IRS has been taking 4-6 months to process these returns and send the credit. Your refund will be received directly from the IRS.

Please let me know if you have any additional questions.