

2021 Employee Retention Tax Credit < 500 FTE's

This document is a LEGAL agreement incorporated by reference into Your legal agreement with Access1Source-NC, LLC (collectively, "Access1Source") and is authorization by the Company below ("Company", "You", "Your") to Access1Source to apply the Employee Retention Tax Credit ("ERTC") to eligible wages as provided for under the CARES ACT and expanded under the Taxpayer Certainty and Disaster Relief Act. Your signature below is your representation and warranty to Access1Source that You are eligible for the ERTC, that you are an authorized Employer under the applicable rules and regulations, and that you, and not Access1Source, are responsible for verifying that participation in other tax credit or other CARES Act initiatives does not preclude You from the ERTC. By Your signature below, You authorize the credit to be applied to the maximum amount permitted under the law for the first and second quarter of 2021 and further, You indemnify and hold Access1Source harmless on behalf of Yourself and Your subsidiaries, affiliates, officers, directors, member and employees for any tax liabilities or penalties You incur as a result of Your ineligibility for the Credit for any reason, including misrepresentation of eligible wages. By your signature below, You understand Access1Source will charge a fee of \$250 per quarter to claim these credits on your behalf.

Start Date

Company Name

Yes No Multiple companies under this client? Yes No All companies electing credits indicate below?

If multiple companies electing to take credits, list all company numbers:

Client Contact Name

Email

Phone Number

CSR

Notification received via

SECTION 1. Employee Retention Tax Credit Election

- I Elect to take credits against the Employer portion of social security taxes under Section 3111(a) of the Internal Revenue Code, and the portion of taxes imposed on Railroad Retirement Tax Act (RRTA) under section 3221 (a) of the Code.
- My submission of this request certifies that I am acknowledging that I am eligible for the Employee Retention Credit program. If I am not eligible and have taken advantage of this program, all taxes due, penalties and interest resulting from the credit reduction will be my full responsibility. Access1Source will not hold any responsibility or liability for taxes, fees, penalties, interest etc. should I participate and not be eligible to do so.
- It is my sole responsibility as the client to advise Access1Source of all credits applied for and/or obtained outside of payroll processing with Access1Source. I understand that failure to do so may result in penalties and interest as a result of under withholding and under funding. All penalties and interest associated due to under withholding will be Client's full responsibility.
- I averaged fewer than 500 full-time employees in 2019 and can support this calculation.

Printed name of authorized Representative

X

Signature of authorized client representative

Date signed

SECTION 2. Employee Retention Credit Reinstatement Election

- I Elect to discontinue my participation in the Employee Retention Credits in Section 1 effective as of the date signed below. Otherwise, this election expires June 30, 2021.

Printed name of authorized Representative

X

Signature of authorized client representative

Date signed

Access1Source Set up by

Date

Access1Source audited by

Date

EMAIL COMPLETED FORM AND SIGNED SERVICE AGREEMENT ADDENDUM TO: tax@a1s-nc.com