

Form 4564 (Rev. September 2006)	Department of the Treasury -- Internal Revenue Service Information Document Request	Request Number 1
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To (Name of Taxpayer and Company Division or Branch) [REDACTED]	Subject Employment Tax Exam	
	SAIN Number	Submitted to: Officer
	Dates of Previous Requests (mmddyyyy) N/A	

Description of documents requested
Please provide the following documentation as it pertains to the 2021 employment tax examination discussed on Letter 3850, 3851 or 3850-T.

1. General ledger and trial balance for 2021
2. Bank statements for ALL bank accounts for the period covering May 2021 through June 2021.
3. Copy of worksheets used to compute the credits and other amounts included on the employment tax return related to the Employee Retention Credit for all quarters 2021
4. Documentation that the taxpayer was eligible to claim the Employee Retention Credit (whichever of the following are applicable):
 - a. Documentation that operations were fully or partially suspended due to orders from an appropriate governmental authority limiting commerce, travel, or group meetings due to COVID-19
 - b. Documentation that significant decline in gross receipts during calendar quarter for which the Employee Retention Credit was claimed
 - c. Documentation that the employer is a recovery startup business during the calendar quarters for which the Employee Retention Credit was claimed (if applicable)
 - d. Documentation that the employer is a severely financially distressed employer for the third quarter of 2021 only (if applicable)
5. List of employees who were paid wages for which the Employee Retention Credit was paid in all quarters of 2021
6. List of the amount of wages paid to each employee for which the Employee Retention Credit was claimed in all quarters of 2021
7. Information on whether any of the taxpayer's employees who received wages included in the Employee Retention Credit are related individuals in all quarters of 2021

Information due by <u>November 16, 2022</u>	At Next Appointment <input checked="" type="checkbox"/>	Mail in	
From:	Name and Title of Requester [REDACTED] Employment Tax Specialist	Employee ID Number [REDACTED]	Date (mmddyyyy) 10/07/2022
	Office Location [REDACTED]		Telephone Number [REDACTED]