



YE IMPORTANT: COVID-19 Credits in 2021

Dear Valued Client,

IRS guidance provides that credits for sick and family leave wages paid under the FFCRA as well as employee retention credits under the CARES Act can be processed for pay periods through December 31, 2020. This means that an employer may process credits with a 2021 check date for a 2020 pay period. The first quarter Form 941 for 2021 will contain the necessary lines to report FFCRA and CARES credits in this situation.

Please be aware that Viventium will not be tracking the limits on FFCRA/retention wages and credits for payrolls processed with a 2021 check date. If you expect to have COVID-19 wages and credits at the end of the year, we recommend that you put your account on hold **by December 18, 2020**, and process your credits in January as an unscheduled adjustment payroll with a December 31 check date. This way, Viventium will be able to track your employees' credit limits. Please be advised that **January 7, 2021**, is the deadline for all December 31, 2020, adjustments.

If you must process FFCRA/CARES credits with a 2021 check date, it is your responsibility to confirm that wages and credits do not exceed the following maximum lifetime limits:

- FFCRA Sick Self Leave: \$5,110 per employee
- FFCRA Sick Other Leave: \$2,000 per employee
- FFCRA Family Leave: \$10,000 per employee
- Employee Retention Credit: \$10,000 maximum wages, which equals a \$5,000 credit

In addition, if you are processing FFCRA/CARES credits in 2021, please reach out to your

In it with you,

Your Viventium Client Service Team