



Dear Valued Client,

You may be entitled to payments from the IRS!

We wanted to remind you to run your “Uncollected COVID-19 Tax Credits” report if you are processing payroll with COVID-19 tax credits under the FFCRA and/or the CARES Act. This report will help you get the IRS payments you are entitled to by helping you complete [Form 7200](#).

Form 7200 allows eligible employers to request an advance payment of the tax credits for qualified sick and family leave wages as well as the employee retention credit. If you have tax credits that exceed your federal payroll tax liabilities, you can fax Form 7200 to the IRS to request payment of the amounts. You can fax the form more than once during a quarter, as needed, and the information on the form is cumulative for the entire quarter.

Viventivm’s “Uncollected COVID-19 Tax Credits” report provides the information you need to complete Part II Lines 1-8 of Form 7200.

To access the report in Viventivm:

- Navigate to the Reports Library (My Company -> Reports & BI).
- In the search field, enter “Uncollected COVID-19 Tax Credits” and select the report.
- Enter the required parameters:
 - Enter the quarter for which you want to run the report (Form 7200 is filed for a specific quarter).
 - Enter any tax credits already requested for the quarter on a previously filed Form 7200 (this will reduce the credits you can claim on your current Form 7200).
- Click Run Report.

If you need any assistance with this report, please reach out to your Dedicated Client Services Team.

Note: This report is only accurate for companies with one division. If your company has more than one division, please reach out to your Dedicated Client Services Team for assistance.

For the latest updates, please visit the [Viventium Coronavirus \(COVID-19\) Update Center](#).

In it with you,

Your Viventium Team