



REMINDER: 2021 Form 7200

Dear Valued Client,

As a reminder, the IRS released the final version of the 2021 [Form 7200](#) and its [instructions](#), allowing eligible employers to request advance payments of tax credits for qualified sick and family leave wages as well as the Employee Retention Credit (ERC) in 2021. Employers have been awaiting the new version of the form, as the IRS had advised not to use the 2020 version for 2021 credit requests. For more information, see our article "[Understanding the 2021 Form 7200](#)."

Viventium'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 Viventium:

- Navigate to Reports & BI > Report Library
- 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)
 - Select your desired Output Format
- Click Run Report

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

In it with you,
Your Viventium Team