

Company Name

Complete Before First Appointment

Average Number of Full-Time Employees: 2020 _____ 2021 _____

Instructions for P&L Reports

- Click box to report percentage (%)
- Quarterly Reports are Required
- Print Individual Quarters if Necessary
- Export To Excel

Note the Report Format!

P&L Reports			
Quarter	2019	2020	2021
Q1			
Q2			
Q3			
Q4			

Supply Chain Issues

Issue Desc	Item Affected	Supplier Name	Supplier State	Quarters Affected 2020 - Q2 - Q3 - Q4 - - 2021 - Q1 - Q2 - Q3 - Q4

Mandatory Shutdowns

	Start Date	End Date
Shutdown 1		
Shutdown 2		
Shutdown 3		

STOP! - Until You Are Qualified

Complete After Qualified for ERC

941 Forms

	Located	Uploaded
2020 - Q2		
2020 - Q3		
2020 - Q4		
2021 - Q1		
2021 - Q2		
2021 - Q3		
2021 - Q4		

Payroll Summary

Shows Amount Paid to Each Employee

Per Pay Period Per Quarter

	Report Run	Uploaded
2020 - Q2		
2020 - Q3		
2020 - Q4		
2021 - Q1		
2021 - Q2		
2021 - Q3		
2021 - Q4		

PPP Loan Information

	Loan Amount	Weeks to Forgive	Date of Loan
Draw 1			
Draw 2			

Family Members

[illegible]

Mailing Address for Check
