Engage PEO Client Alert:

Families First Coronavirus Response Act (FFCRA) Leave and Tax Credits Request Processes

An overview of the processes below is included in the FFCRA Webinar – here.
A PDF of the presentation is available here.

Engage's Process for Requesting Leave under FFCRA

When a client has an employee who is requesting leave, Engage has prepared request forms that will make processing the leave go more smoothly. These forms have a section for the employee to fill out, and a section for the employer to complete. The forms have been uploaded to our Forms Library on the **Engage COVID-19 Client Information webpage** and are linked below.

- **For Paid Sick Leave, clients should send their completed forms to the payroll rep, and for Emergency FMLA, the forms can be sent to our FMLA team at FMLA@Engagepeo.com.**
- It is important to **have this paperwork prior to processing**. If there are any special or unforeseen circumstances that prevent an employee from being able to provide the completed forms prior to running payroll for the pay period in which leave is taken, let your Account Manager know with as much advance notice as possible and we will manage those situations on a case-by-case basis.
    - **FFCRA Request Form - Emergency FMLA**
    - **FFCRA Request Form - Emergency Paid Sick Leave**

Engage's Process for Requesting Tax Credits Under FFCRA

Another set of Engage forms are now available to process the tax credits for wages paid under the FFCRA.

When it comes time for you to claim your tax credits, which process you follow will depend upon whether the amount of the credit you're claiming is greater or less than your federal tax liability.

- If the amount of **FFCRA credits you are claiming is less than your federal tax liability, send your completed tax credit request forms to your Account Manager, and they will be applied towards your overall tax liability and the reduced amount will be reflected in your Engage invoice**.
- If the amount of **FFCRA credits you are claiming is greater than your federal tax liability, then in addition to completing and submitting the tax credit request forms to your Account Manager, you will also file the Form 7200 with the IRS who will process the credit and issue you a refund for the difference**. You will need to submit a copy of the Form 7200 you filed with the IRS to your Account Manager so that Engage can reconcile the tax credits with Engage's 941 filing.
    - **FFCRA - Paid Sick Leave Tax Credit Request Form**
    - **FFCRA - EFMLA Tax Credit Request Form**

Engage also has complied important state sick time changes in light of COVID-19 here.