



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

MEMO

Date: September 24, 2021

To: Pastors, Parochial Administrators, Parish Stewards, Principals,
and Parish/School Business Managers & Bookkeepers

From: Thomas J. McNamara, Chief Financial Officer

RE: Employee Retention Credits (ERC)

- The Employee Retention Credit is a *payroll tax credit* for employers based on qualified wage and health plan expenses paid to employees between March 12, 2020 and June 30, 2021.
- *Note: Any periods for which the entity received Paycheck Protection Program funding are excluded from consideration for the Employee Retention Credit.*
- The maximum credit for qualified wages is:
 - \$5,000 per employee in calendar year 2020
 - \$7,000 per employee per quarter in calendar year 2021
- Our Finance Office team is now preparing applications for all parishes and schools. Unlike PPP, which was combined, the ERC applications are separate as parishes and schools have separate ADP company codes.
- **Note that the decision to apply for the ERC is a parish or school decision. If you would like to opt-out of the program, please let us know by Friday, October 1, 2021. Otherwise, the Finance Office will submit the application on your parish/school behalf thereafter.**

If you have any questions regarding the above information, please do not hesitate to contact me or any member of our team (Tom McNamara 916-733-0288 tmcnamara@scd.org; Thao Dinh 916-733-0287 tdinh@scd.org; Antonette Agustin 916-733-0275 aagustin@scd.org; Ron Hamilton 916-733-0283 Rhamilton@scd.org .