

Special 941 Update Feature – CARES Act – Payroll Protection Program (PPP) Loan

April 2, 2020

The current '**Employer's Quarterly Federal Tax Return (Form 941)**' application was updated in February 2020 to comply with the 2020 1st quarter 941 IRS changes. Due to very recent requirements, we are making an additional emergency change to the software today as well.

Traditionally the Form 941 application only prints 941 forms on plain paper in the current Quarter & Year formats. Due to the needs associated with the March 27th passage of the **CARES** act along with possible need for employers to reproduce prior period forms if they are applying for special hardship loans under the **Paycheck Protection Program (PPP)**, we have made a special change to allow printing of 2019 or 1st quarter 2020 941 forms from a single updated application.

CertiflexDimension Payroll Users:

If you are unable to locate your archived copy of a prior period '**Employer's Quarterly Federal Tax Return - Form 941**', and you need to produce another copy in order to apply for a **Paycheck Protection Program (PPP)** loan, you may set your CertiflexDimension processing date back to the end of the prior quarter in 2019 (i.e. 03/31/2019 or 06/30/2019 or 09/30/2019 or 12/31/2019) and this specially updated version of the application will automatically apply the correct year's (i.e. 2019) form formats to the printed form. You will be able to reproduce any prior quarters' 941 form for 2019. Accessing the 941 application for any processing date other than 2019 will disable this temporary feature.

CertiflexDimension Client Write-Up Users:

The Client Write-Up software designed for accounting and CPA firms has always had the built in ability to access prior period Federal tax forms by using the option **>Reports** and then selecting **> Prior Period Federal Tax Forms**. You may also optionally use the temporary update change feature listed above if so desired.

All CertiflexDimension Users:

Due to the passage of multiple relief bills related to the Coronavirus, the 941 forms are probably going to go through substantial IRS changes for the 2nd and all remaining quarters for the remainder of 2020 and possibly even beyond. Please ensure that you keep multiple archived copies of all federal payroll tax returns as they are filed, as we are unsure at this time what future changes may mean to the ability to reproduce prior period forms. **CertiflexDimension Ultra** has always included the ability to archive all reports into the built-in electronic file cabinet along with the single click feature of seamlessly creating archive PDF files of all reports and forms.

As this unprecedented pandemic continues to affect us all, please be assured that Certiflex Systems, LLC will continue to diligently keep track of the fast changing laws and IRS requirements, and keep you informed, and your vital accounting programs updated. As always, if you have any questions about how to make this update work, please contact our Support department at the contact options below.

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