

# Research & Development Tax Credit Election Form



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## Election Form Instructions

If you are a qualified small business that has claimed the R&D Tax Credit on your annual corporate income tax return and you elected to take all or a portion (up to \$250,000 maximum) of your tax credit as a payroll tax offset, ADP TotalSource can process the payroll tax offset on your behalf on its quarterly Form 941 payroll tax filing, provided that you complete this Election Form and provide the required supporting documentation.

A qualified small business can claim the R&D Tax Credit by including a completed Form 6765 with its annual income tax return filed with the Internal Revenue Service (IRS). A qualified small business can further elect to take all or a portion (up to \$250,000 maximum) of its tax credit as a payroll tax offset by completing Part D of Form 6765.

If you have elected to take the R&D Tax Credit as a payroll tax offset, please complete the information below and include a copy of the Form 6765 previously filed with the IRS in order for ADP TotalSource to process the payroll tax offset on future Form 941 quarterly filings. Upon receiving verification from the IRS that the payroll tax offset has been applied, a credit will be processed and included on your payroll invoice.

The maximum amount that can be processed each quarter is the lesser of: (i) the amount included on Line 44 of Form 6765 that has not yet been applied against payroll taxes, or (ii) your employer share of social security tax reported for the applicable quarter. ADP TotalSource will continue to process the payroll tax offset for each Form 941 quarterly filing that includes wages paid to your worksite employees until the total amount claimed on line 44 of Form 6765 has been applied.

Please submit this completed Election Form and a copy of the Form 6765 previously filed with the IRS to your service representative.

If you have any questions on what information should be included in the Election Form, please consult with your tax professional. Please note that a new Election Form must be submitted for each calendar/tax year in which you elect a qualified small business payroll tax credit on Form 6765.

## Research & Development Tax Credit Election Form

Company Name: \_\_\_\_\_ EIN: \_\_\_\_\_

**Which income tax return did you file that elected a qualified small business payroll tax credit on Form 6765, Credit for Researching Activities?** Check only one box:

☐ Form 1040    ☐ Form 1065    ☐ Form 1120    ☐ Form 1120-F    ☐ Form 1120S

**What tax period was covered by your income tax return?**

Calendar year: \_\_\_\_\_ OR tax year beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**When did you file your income tax return?** \_\_\_\_/\_\_\_\_/\_\_\_\_

**If the EIN shown above isn't the same as the EIN used on Form 6765, enter the EIN used on Form 6765:** \_\_\_\_\_

**Enter the amount from Form 6765, line 44, or, if applicable, the amount that was allocated to your EIN:**

\$ \_\_\_\_\_.

**Enter the amount of the credit listed above that was taken on a previous period(s):**

\$ \_\_\_\_\_.

### Acknowledgement:

Under penalties of perjury, I declare that true, correct and complete copies of the annual income tax return indicated above, including a completed Form 6765, have been filed on behalf of the named company with the Internal Revenue Service for the tax period indicated on this Election Form. I further declare that the information provided in this Election Form and the Form 6765 provided to ADP TotalSource is, to the best of my knowledge and belief, true, correct and complete.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_