

Determine how you will complete this worksheet. (If you're a third-party payer, you must complete this worksheet for each client for which it is applicable, on a client-by-client basis. If you're a third-party payer that is treated as the person to whom premiums are payable, you must complete this worksheet for yourself as well.)

If you provided COBRA premium assistance in the quarter, complete Step 1 and Step 2. If you're claiming the credit for qualified sick and family leave wages this quarter for leave taken after March 31, 2021, complete Worksheet 3 before starting this worksheet. If you're claiming this credit for the third or fourth quarter of 2021 and you are also claiming an employee retention credit for wages paid in the same quarter of 2021, complete Worksheet 4 before starting this worksheet.

Step 1. Determine the employer share of Medicare tax		
1a	If you completed Worksheet 3 or Worksheet 4, enter the amount listed on Worksheet 3, line 1f, or Worksheet 4, line 1a or 1g (as applicable). If you're not claiming either of these credits this quarter, continue by completing lines 1b–1g below and then go to Step 2	1a _____
1b	Enter the amount of Medicare tax from Form 941, Part 1, <u>line 5c</u> , column 2	1b _____
1c	Multiply line 1b by 50% (0.50)	1c _____
1d	If you're a third-party payer of sick pay that isn't an agent and you're claiming credits for amounts paid to your employees, enter the employer share of Medicare tax included on Form 941, Part 1, <u>line 8</u> (enter as a positive number)	1d _____
1e	Subtract line 1d from line 1c	1e _____
1f	If you received a Section 3121(q) Notice and Demand during the quarter, enter the amount of the employer share of Medicare tax from the notice	1f _____
1g	Employer share of Medicare tax. Add lines 1e and 1f	1g _____
Step 2. Figure the COBRA premium assistance credit		
2a	Enter the COBRA premium assistance that you provided this quarter	2a _____
2b	Enter the amount of the employer share of Medicare tax from Step 1, line 1a, or, if applicable, Step 1, line 1g	2b _____
2c	Enter any amount of the nonrefundable portion of the credit for qualified sick and family leave wages for leave taken after March 31, 2021, from Worksheet 3, Step 2, line 2r	2c _____
2d	Enter any amount of the nonrefundable portion of the employee retention credit from Worksheet 4, Step 2, line 2h	2d _____
2e	Other nonrefundable credits used against the employer share of Medicare tax. Add lines 2c and 2d	2e _____
2f	Subtract line 2e from line 2b	2f _____
2g	Nonrefundable portion of the COBRA premium assistance credit. Enter the smaller of line 2a or line 2f. Enter this amount on Form 941, Part 1, line 11e	2g _____
2h	Refundable portion of the COBRA premium assistance credit. Subtract line 2g from line 2a and enter this amount on Form 941, Part 1, line 13f	2h _____