Canada Emergency Wage Subsidy (CEWS)

Here is the information that will be useful to you if you plan to apply for the Canada Emergency Wage Subsidy. Since the information on the Canada Revenue Agency site is regularly updated, we recommend that you refer to it. For our part, we will guide you in this procedure to help you find the information requested by the CRA in your software.

- **Who is an eligible employer**

  ### Types of eligible employers

  See the details on the CRA site.

  This information is not available in your software.

  ### What is an eligible revenue reduction

  See the details on the CRA site.

  Here is how to find the information in your software:

  In the Invoicing module, you must produce a daily sales report according to the appropriate dates in 2019 and 2020.

  OR

  In **Government Taxes** (**Deferred Processing** tab) produce the tax report according to the appropriate dates in 2019 and 2020.

- **Determine your eligible employees**

Who are eligible employees

See the details on the CRA site.

What is eligible remuneration

See the details on the CRA site.

Here is how to find the information in your software:

You must produce a specific statement:

1. Click the **Report** menu and select **Payroll** > **Payroll Reports**.

2. On the **Payroll Statement** tab, select the **Specific** statement type.

3. In the **Specific Statement** group, click the **Statement No.**

4. Click the **New Specific Statement** button.

5. Assign a number and a description to the new statement.

6. On the **Statement** tab, select the information to display in the report.

In the **Specific Statement**, you must enter the salaries and eligible benefits:

When producing the report, select the eligible periods.

No Employé	Prénom	Nom	Début	Fin	Période	Sal. Brut	Avant.
EDion	Éric	Dion	21/12/03	27/12/03	1	417.63	7.00
			28/12/03	03/01/04	2	284.10	7.00
			04/01/04	10/01/04	3	206.85	7.00
			11/01/04	17/01/04	4	373.90	7.00
			18/01/04	24/01/04	5	229.30	7.00
			25/01/04	31/01/04	6	144.60	7.00
			01/02/04	07/02/04	7	382.93	7.00
			08/02/04	14/02/04	8	457.83	7.00
			15/02/04	21/02/04	9	152.05	7.00
						2 649.19	63.00
GThériault	Gilbert	Thériault	21/12/03	27/12/03	1	504.88	7.00
			28/12/03	03/01/04	2	379.00	7.00
			04/01/04	10/01/04	3	314.00	7.00
			11/01/04	17/01/04	4	440.38	7.00
			18/01/04	24/01/04	5	273.13	7.00
			25/01/04	31/01/04	6	233.13	7.00
			01/02/04	07/02/04	7	613.50	7.00
			08/02/04	14/02/04	8	271.75	7.00
			15/02/04	21/02/04	9	294.50	7.00
						3 324.27	63.00
MRioux	Mélanie	Rioux	21/12/03	27/12/03	1	879.38	7.00
			28/12/03	03/01/04	2	654.38	7.00
			04/01/04	10/01/04	3	819.38	7.00
			11/01/04	17/01/04	4	859.38	7.00
			18/01/04	24/01/04	5	679.38	7.00

You can transfer your report to Excel (see FAQ no. 242).

- **Calculate your subsidy amount**

    See the details on the CRA site.

    How the subsidy is calculated

    See the details on the CRA site.

    Input your information

    See the details on the CRA site.

    Here is complementary information related to the procedure available on the CRA website.

    1. Application period.
    2. Gross pay for eligible employees:
        - ➢ Calculate the values using the spreadsheet.
        - ➢ Download the spreadsheet (Excel).
        - ➢ Under the **Instructions and results** tab > **Line 8**, select the application period (4 weeks).
        - ➢ Under the **Weekly** tab or the **Bi-weekly (every two weeks)** tab, if you have employees who meet all the criteria of boxes **G3** and **G4**, you can use the batch declaration method by completing lines 3 and 4 for these employees. For all other employees, you must provide the detail of each one starting from line 8.

            Average gross weekly or bi-weekly remuneration from January 1 to March 15, 2020:

            Here is how to find the information in your software:

            - ➢ You must use your previously created specific statement by specifying the appropriate periods.

Gross weekly or bi-weekly remuneration during the application period:

Here is how to find the information in your software:

➢ You must use your previously created specific statement by specifying the appropriate periods.

➢ Save or print a copy of the spreadsheet for your records.

➢ Enter the values from the spreadsheet. Use the values on line 28 of the first tab of the spreadsheet.

3. Premiums and contributions by your eligible employees who were furloughed.

Here is how to find your employees' basic remuneration:

➢ You must use your previously created specific statement by specifying the appropriate periods.

4. Deductions according to your applications for the 10% temporary wage subsidy and the work-sharing benefit program.

➢ This information is not available in your software.

5. Obtain the results.

➢ Calculate your total wage subsidy.

- **How to apply**

  Prepare to apply

  You can now apply for the Canada Emergency Wage Subsidy (CEWS) using My Business Account.

  Keep your records

  After you apply, you could have to provide a complete list of your employees and their social insurance number (SIN) for verification purposes. Keep a copy of the information that you extracted from your software and a copy of the Excel file that you completed.

- **Contact the CRA**

  For more information concerning the wage subsidy, contact the CRA.

  Also refer to the Application Guide and the FAQ – Technical Guide.

Note:

We offer support service for a fee to help you apply for this subsidy.

For more information and to make an appointment, dial 1 800 862-5922.