

## 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.

The screenshot displays two windows from the software. The main window, titled 'Rapport des ventes quotidiennes', shows a summary of transactions for 'Le Magasin de la Rénovation inc.' from March 1, 2019, to April 23, 2020. The summary includes:

Description	Montant	Type	Coût	Marge
Total ventes inventoriées :	127 500.00			
Total ventes non inventoriées :	0.00			
Total retour en inventaire :	0.00			
<b>Total ventes :</b>	<b>127 500.00</b>	<b>Coût</b>	<b>265.99</b>	<b>Marge 99.79</b>
Total ventes taxable :	127 500.00			
Total ventes non taxable :	0.00			

The dialog box in the foreground is titled 'Titre' and contains the following text: 'Le Magasin de la Rénovation inc. Rapport des ventes quotidiennes du 1 mars 2019 au 31 mars 2019 au 23 avril 2020'. It has an 'OK' button.

OR

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

The screenshot shows the 'Taxes gouvernementales' window with the following configuration:

- Paiement électronique**: Date de la transaction de renversement: 30/04/20
- Période de déclaration (AAMM)**: 0503
- Subdivision de la période**: ""
- Calculs à produire**:
  - Calcul de la TPS/TVH
  - Calcul de la TVQ
- Période de déclaration TPS/TVH**:
  - Date début: 01/03/19
  - Date fin: 31/03/19
- Période de déclaration TVQ**:
  - Date début: 01/03/19
  - Date fin: 31/03/19

Taxes gouvernementales				
Calcul des taxes				
		TPS/TVH	TVQ	
Total des fournitures (chiffre d'affaires) :	101	196 282.77		
Taxe exigible :	103	70 467.62	111 658.74	203
Redressement de taxe :	104	0.00	0.00	204
<b>Total de la taxe exigible et des redressements :</b>	<b>105</b>	<b>70 467.62</b>	<b>111 658.74</b>	<b>205</b>
CTI / RTI :	106	26 421.16	35 714.78	206
CTI / RTI à l'égard d'un immeuble et redressements :	107	0.00	0.00	207
<b>Total des CTI / RTI et des redressements :</b>	<b>108</b>	<b>26 421.16</b>	<b>35 714.78</b>	<b>208</b>
<b>Taxe à payer ou remboursement :</b>	<b>113</b>	<b>44 046.46</b>	<b>75 943.96</b>	<b>213</b>

- [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.

Relevé spécifique : 3

Opération

Numéro : 3 Description : Salaire Subvention

Relevé | Description

Cumulatif

Relevé cumulatif

Imprimer

Département  NAS

Numéro d'employé  Fonction

Prénom  Date de début

Nom  Date de fin

Abréviation  Période

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

Relevé spécifique : 3

Opération

Numéro : 3 Description : Salaire Subvention

Section	Champ	Type	Titre
Autres (001 à 017)	001 - Salaire brut	A - Total seulement	Sal. Brut
Avantages imposables (301 à 335)	308 - Assurance collective - féd.	A - Total seulement	Avant.

When producing the report, select the eligible periods.

Rapports de paie - Défaut \*

Liste des employés | Relevés de paie | Liste des départements | Liste des feuilles de temps | Rapports des banques RH

Type de relevé  
 Salaire  Pensions alimentaires  
 Spécifique  
 SST

Inclure  
 Saut de page entre chaque employé  
 Saut de page entre les départements  
 Fonctions inactives

Départements  
 De : à :  
 Tous  
 Compatibles avec le département :

Relevé de salaire  
 Sommaire  
 Périodique  
 Cumulatif  
 Mixte  
 Condensé

Périodes  
 De : 0 à : 9  
 Toutes

Champs  
 Période sans salaire  
 Colonne heures pour cent  
 Total pour chaque département  
 Remboursement détaillé des dépenses  
 Information banque RH  
 Total pour chaque employé

Relevé spécifique  
 Numéro de relevé : 3 Salaire Subvention  
 Temporaire

Sortie  
 Écran  Disque  
 Imprimante  E-Mail

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
						<b>2 649.19</b>	<b>63.00</b>
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
						<b>3 324.27</b>	<b>63.00</b>
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	676.38	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.