

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 the 'Rapport des ventes quotidiennes' window. The main window shows a summary of transactions for 'Le Magasin de la Rénovation inc.' from March 1, 2019, to April 23, 2020. A dialog box is overlaid on the report, displaying the same information. The report includes the following data:

Description	Montant	Type	M
Résumé des transactions (Compte receivable)			
Total ventes inventoriées :	127 500.00	Coût	
Total ventes non inventoriées :	0.00		
Total retour en inventaire:	0.00	Coût	
		0.00	Marge 0.00
Total ventes :	127 500.00	Coût	265.99 Marge 99.79
Total ventes taxable:	127 500.00		
Total ventes non taxable:	0.00		
Sommaire de la caisse			
Total ventes :	127 500.00		
Total T.P.S. 100% perçue :	8 925.00		
Total T.V.Q. 100% perçue :	10 231.88		
Ventes par vendeur			
Éric Pilon	127 500.00	265.99	99.79

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 'Calcul des taxes' tab selected. The window contains the following information:

- 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
Total de la taxe exigible et des redressements :	105	70 467.62	111 658.74	205
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
Total des CTI / RTI et des redressements :	108	26 421.16	35 714.78	208
Taxe à payer ou remboursement :	113	44 046.46	75 943.96	213

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

The screenshot shows a software window titled "Relevé spécifique : 3". It has a toolbar with various icons and an "Enregistrer" button. Below the toolbar, there are input fields for "Numéro : 3" and "Description : Salaire Subvention". A table is displayed with the following data:

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.

The screenshot shows a software window titled "Rapports de paie - Défaut *". It contains several configuration sections:

- 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
 - Description : Salaire Subvention
 - Temporaire
 - Editer temporaire
- Sortie:**
 - Écran
 - Imprimante
 - Disque
 - E-Mail

Buttons: "Produire" and "Fermer".

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	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.