## 10% Temporary Wage Subsidy Self-identification Form for Employers

The 10% Temporary Wage Subsidy for Employers (TWS) is a three-month measure that allows eligible employers to reduce the amount of federal, provincial, or territorial income tax they have to remit to the Canada Revenue Agency (CRA). The subsidy is equal to 10% (or a lower percentage the employer elects to claim) on the remuneration paid from March 18 to June 19, 2020, up to \$1,375 for each eligible employee. The maximum for each employer is \$25,000.

If you are an eligible employer that has more than one payroll program (RP) account, you must submit all payroll information on separate self-identification forms. You must submit all those forms together, making sure that the total is not more than the maximum subsidy per employee and/or maximum subsidy per employer. If you have not reduced your payroll remittances during the year, you can still calculate the TWS on remuneration paid during the identified period and submit the application form(s) at the end of the year.

For the TWS, you are considered to have remitted an amount to the CRA that is equal to the amount of the subsidy. Since this amount forms part of your payroll remittance, the CRA will use the information on this form to reconcile the subsidy on your payroll program account. This will ensure that you do not receive a discrepancy notice.

Only eligible employers should reduce their remittances and send in this form. **Do not** fill in and submit this form if you are not an eligible employer. This form can be submitted at the end of the eligible period.

## **Election**

You may be eligible for both the TWS and the Canada Emergency Wage Subsidy (CEWS). Employers who are eligible for both subsidies can claim only a maximum total subsidy of 75% of the eligible remuneration that they pay. Therefore, if you are eligible for both subsidies, you must reduce your CEWS claim by all amounts you claim under the TWS for the pay dates in a specific CEWS claim period.

If an employer chooses, they may elect for the TWS to be equal to a lower percentage of the remuneration they pay. If you claim less than the total 10% amount you are eligible for, the CRA will consider that you elected to reduce your eligible subsidy.

For more information on the Temporary Wage Subsidy, including frequently asked questions, please go to canada.ca/temporary-wage-subsidy.

## How to submit your form

You can scan the completed self-identification form(s) and send it through My Business Account using the Submit Documents option, or you can mail or fax it to your National Verification and Collections Centre (NVCC):

Newfoundland and Labrador NVCC Post Office Box 12071 Station A St John's NL A1B 3Z1

Fax number: **709-772-6677** 

Shawinigan NVCC 4695 Shawinigan-Sud Boulevard Shawinigan-Sud QC G9P 5H9 Fax number: **819-536-5031**  Surrey NVCC 9755 King George Boulevard Surrey BC V3T 5E1 Fax number: **604-585-5774** 

Winnipeg NVCC 66 Stapon Road Winnipeg MB R3C 3M2 Fax number: **204-984-4138** 



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Part A – I	dentificat	ion (please print	)											
Employer's legal name						Payroll program account number								
								1.1			1			
Employer's mailing address: Apt. No – Street No. Street name, and City								Prov./ Te	rr [	Post	tal c	ode		
Part R - F	-liaihility	(tick the box belo	ow to indicate v	which type of eli	igible empl	OVE	er vo	ui are	1					
		•		William type of en	igibic citipi	Oyc	,ı y c	ra ai c	· <b>)</b>					
Individ	ual - sole pro	oprietorship (excluding	g trusts)											
Eligible	e partnership	1												
Non-pr	ofit organiza	tion												
Registe	ered charity													
Eligible	e Canadian-c	controlled private corp	oration (CCPC)											
Part C - N	Multiple a	ccounts												
	•	ayroll program (RP) ad	counts under this b	ousiness number?	Yes		<u> </u>							
,		temporary wage subs						nte?	Yes			No		
-	-				on program (iv		iccou	1113:	163			INC	,	
input the to	tai i ws amo	ount claimed or to be	cialmed on other ac	ccounts:										
Part D – C	Calculated	d wage subsidy (	complete the fo	ollowing steps to	o calculate	the	e tot	al eliç	gible w	ag	je s	ub	sidy	<b>/</b> )
(1) Enter	the total nun	nber of eligible employ	yees employed duri	ing the three-month e	eligibility period	d.								
(2) Enter	the eligible p	pay period.												
(3) List gr	oss remune	ration paid per pay pe	riod, not just the tot	tals for each month.										
(4) The in	ncome tax de	educted is the total fed	deral and/or provinc	ial or territorial incom	ie tax (excludii	ng C	uebe	c provi	ncial inc	om	e ta	x).		
(5) The C	PP and EI ir	formation must includ	de both the employe	ee and employer shar	re.									
the bo	ottom of this	nount of the wage sub column. It cannot be r an your remittance fo nts section.	more than \$1,375 pe	er eligible employee a	and \$25,000 p	er e	mplo	yer. If the	he wage	su	bsic	ly yo	ou	
		bsidy percentage (%) claim a reduced %.	you are claiming fo	or each pay period. The	his % must be	10%	6 or l	ess of t	he gross	re	mur	nera	tion p	oaid.
Total nui	mber of elig	ible employees emp	loyed from March	18 to June 19, 2020	)									
Pay P	Period			Deductions and	Contribution	s								
From	То	Gross remuneration per pay period	Income tax deducted	Canada Pension Plan contributions	Employm Insurand premiun	се			subsidy ned (\$)				subs ed (%	
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Pay Period		Deductions and Contributions								
From	То	Gross remuneration per pay period	Income tax deducted	Canada Pension Plan contributions	Employment Insurance premiums	Wage subsidy claimed (\$)	Wage subsidy claimed (%)			
Total										
If the eligib	le wage subs	idy calculated is mor	e than the income t	and/or provincial, or to ax deducted, you can emaining subsidy to you	deduct this amount	from the income tax	c portion of			
Additional comments										
Note: You remittance		section to provide m	ore details on how	you applied the subsid	dy to each pay perio	d or why you have r	not reduced your			
Part E – 0	Certification	on and attestation	n (this must be	e completed by t	he employer or	authorized office	cer)			
				rm. We may contact the authorized officer						
l,	Print r		, certify that the inf complete, and I a	formation given on this attest that:	s form and in any att	ached document is	correct and			
(1) I have	examined th	ne requirements for th	ne TWS.							
Ì	ance premiun		the Canada Reven	ed to remit the require ue Agency (CRA) by his amount.						
(3) If the inform	employer or a nation, the CF	an authorized officer RA will delay or cance	has not signed the el processing the fo	certification and attes rm.	tation section, with o	complete and valid c	ontact			

Personal information is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Position or office

Signature of employer or authorized officer

Date

Telephone number