



Notes

This seminar and its relevant documents are intended solely for the explanation of general tax concepts and do not replace any tax laws or regulations contained in the Income Tax Act or the Excise Tax Act.

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Liaison Officer Service Background

Began as a pilot project in 2014 and due to its popularity with **small businesses** it became a permanent program in 2015.

Since May 2019, LO services has expanded to offer the services to **small incorporated business**.

Provides **in-person** <u>guidance</u>, <u>support</u>, and <u>information</u> that will help you understand and navigate the tax system thereby making it easier for you to meet your tax obligations.



Your Rights

The **Taxpayer Bill of Rights** is a set of 16 rights that you have in your relationship with the CRA. These rights confirm our commitment to serve you with <u>professionalism</u>, <u>courtesy</u> and <u>fairness</u>.

The **Taxpayer Bill of Rights** also includes the CRA commitment made to <u>small businesses</u>, which acknowledges their importance as the engine of growth in the Canadian economy.

canada.ca/taxpayer-rights

T1 General - Total Income

Self-employed income reported in T1

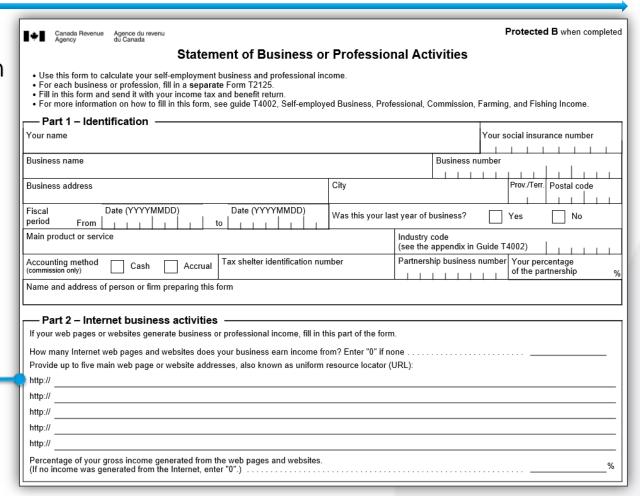
Gross and net income only

Step 2 – Total income			
As a resident of Canada, you have to report your income from all sources both inside and outside Ca The Income Tax and Benefit Guide may have additional information for certain lines.	anada.		
Employment income (box 14 of all T4 slips)	10100		1
Tax-exempt income for emergency services volunteers (See line 10100 in the guide.)			
(See line 10100 in the guide.) 10105	_		
Wage-loss replacement contributions (See line 10100 in the guide.) 10130	_		
Other employment income	10400		
Old age security pension (box 18 of the T4A(OAS) slip)	11300		\vdash
CPP or QPP benefits (box 20 of the T4A(P) slip)	11400		+-
	_ 11400	-	_
Disability benefits included on line 11400 (box 16 of the T4A(P) slip) 11410	_		
Other pensions and superannuation (See line 11500 in the guide and complete line 31400 in the Worksheet for the return.)	11500	+	1
Elected split-pension amount (Get and complete Form T1032.)	11600		-
Universal child care benefit (UCCB) (See the RC62 slip.)	11700		t
UCCB amount designated to a dependant 11701			
Employment insurance and other benefits (box 14 of the T4E slip)	11900	+	ı
Employment insurance maternity and parental benefits and provincial			_
parental insurance plan benefits 11905			
Taxable amount of dividends (eligible and other than eligible) from taxable Canadian corporations (Complete the Worksheet for the return.)	12000	+	
Taxable amount of dividends other than eligible dividends, included on line 12000, from taxable Canadian corporations			
Interest and other investment income (Complete the Worksheet for the return.)	12100	+	I
Net partnership income: limited or non-active partners only	12200	+	i
Registered disability savings plan income (box 131 of the T4A slip)	12500	+	i
Rental income Gross 12599 Ne	12600	+	i
Taxable capital gains (Complete Schedule 3.)	12700	+	i
Support payments received Total 12799 Taxable amoun	12800	+	i
RRSP income (from all T4RSP slips)	12900	+	i
Other income Specify:	13000	+	i
Taxable scholarship, fellowships, bursaries, and artists' project grants	13010	+	i
Self-employment income			
Business income Gross 13499 Ne	13500	+	1
Professional income Gross 13699 Ne	13700	+	i
	13900	+	t
	14100	+	i
	14300	+	i
Workers' compensation benefits (box 10 of the T5007 slip) 14400			
Social assistance payments 14500 +			
Net federal supplements (box 21 of the T4A(OAS) slip) 14600 +			
Add lines 14400, 14500, and 14600. (See line 25000 in Step 4.)	►14700	+	1
Add lines 10100, 10400 to 11400, 11500 to 11700, 11900, 12000,			
12100 to 12500, 12600, 12700, 12800, 12900 to 13010, 13500, 13700, 13900, 14100, 14300, and 14700. This is your total income	_15000	=	

T2125 - Statement of Business or Professional Activities

Self-employed income reported in T1

Detailed calculations



GST 34 Return

Do not use this working copy to file your return or to make payments at your financial Name		usiness number		
			1	RT
Reporting period Year Month Day Year Month Day	/ Du	ue date		Year Month Day
From to	-			
Working copy (for your red		•		
Copy your Business number, the reporting period, and the amounts from the hig corresponding boxes in your GST/HST return.	hlight	ited line numbers in th	is wo	rksheet to the
Enter your total sales and other revenue. Do not include provincial sales tax, GST or HST. If you are using the Quick Method of accounting, include the GST or HST.	101	00		
Net tax calculation				
Enter the total of all GST and HST amounts that you collected or that became collectible by you in the reporting period.	103			
Enter the total amount of adjustments to be added to the net tax for the reporting period (for example, the GST/HST obtained from the recovery of a bad debt).	104			
Total GST/HST and adjustments	for per	riod (add lines 103 and 104)	>	105
Enter the GST/HST you paid or that is payable by you on qualifying expenses (input tax credits – ITCs) for the current period and any eligible unclaimed ITCs from a previous period.	106			
Enter the total amount of adjustments to be deducted when determining the net tax for the reporting period (for example, the GST/HST included in a bad debt).	107			
Total ITCs and as	ijustme	ents (add lines 106 and 107)	\rightarrow	108
Net t	ax (sub	otract line 108 from line 105)		109
Other credits if applicable				103
Do not complete line 111 until you have read the instructions.				
Enter any instalment and other annual filer payments you made for the reporting period. If the due date of your return is June 15, see the instructions.	110			
Enter the total amount of the GST/HST rebates, only if the rebate form indicates that you can claim the amount on this line. For filing, information, see instructions.	111			
Total of	ner cred	dits (add lines 110 and 111)	>	112
	ce (sub	otract line 112 from line 109)		113 A
Balanc				
Other debits if applicable				
Baland Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property.	205			
Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property.	205 405			
Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property. Enter the total amount of other GST/HST to be self-assessed.	405		>	113 B
Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property. Enter the total amount of other GST/HST to be self-assessed.	405			113 B 113 C
Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property. Enter the total amount of other GST/HST to be self-assessed. Total of Ba	405	bits (add lines 205 and 405) (add lines 113 A and 113 B)		113 C
Other debits if applicable Do not complete line 205 or line 405 until you have read the instructions. Enter the total amount of the GST/HST due on the acquisition of taxable real property. Enter the total amount of other GST/HST to be self-assessed. Total of	405	bits (add lines 205 and 405)		

General Overview - Books & Records

Types of Records

- Books, records, and supporting documents produced and kept in paper format
- Books, records, and supporting documents produced on paper, and later converted to and stored in an electronically accessible and readable format
- Electronic records and supporting documents produced and kept in an electronically accessible and readable format

Note: The CRA does not specify which records should be kept, businesses are generally expected to keep any information related to the calculation or verification of income and deductions.

IC78-10R5 Books and Records Retention/Destruction

General Overview - Books & Records

- A source document includes such items as:
 - ✓ sales and purchase invoices
 - cash register and credit card receipts
 - ✓ formal written contracts
 - ✓ delivery slips and deposit slips
 - ✓ work orders and dockets
 - cheques and bank statements
 - ✓ logbooks
 - √ tax returns
 - all correspondence that supports your transactions

- The books include such items as ledgers and journals.
- 3. The records include all source documents and books related to the business.



General Overview - Books & Records

The following are **required to keep their books and records** of account for a **period of six years** from the end of the latest year to which they relate:

- Persons carrying on a business or engaged in a commercial activity
- Persons who are required to file a GST/HST return or remit payroll deductions

This pertains to the traditional and electronic methods of record retention.

Note: For taxpayers who keep <u>records electronically</u>, electronic records must also be retained for six years even when hard copy is available.

- IC78-10R5 Books and Records Retention/Destruction
- IC05-1R1 Electronic Record Keeping

You are required to report all revenues from your business such as:

- Products sold (sales)
- Services rendered (commissions, fees, etc.)
- Subsidies
- Rents
- Tips

Keep in mind that you must report all revenue, regardless of "how" you are paid.

 For example: cash, credit units with monetary value, barter transactions, etc.

	Steps	Methodology
1.	Original document	✓ Issue a sales receipt/invoice for every transaction and keep a copy for your records
		 Original documents also include cash register tapes, appointment books, bank deposit slips, bank statements, contracts, etc.
2.	Sales journal or summary	Should show the date, the invoice number, the amount, source of income, taxes (GST/HST) and client payment method
		 Can be in paper or electronic format (electronic spreadsheet, adding machine tape, accounting software, etc.).
3.	T2125 & GST34	✓ Complete a separate form for each business or professional activities

STEP 1: Sales receipt/invoice should include the following:

- business identification (name and address)
- transaction date
- quantity, description and price of the products sold or services rendered
- sales tax amounts and GST/HST account number (when applicable)
- total amount
- payment method/terms
- pre-numbered receipt/invoice



Example receipt/invoice:

Invoice #138 to C. Kent **ABC Engineering INVOICE** 1234 Canada St Toronto, ON Phone 416-999-9999 **SOLD TO: INVOICE NUMBER** 138 C. Kent **INVOICE DATE** March 3, 2019 12 Ottawa Street **GST/HST NUMBER** 123456789 London, ON NEW HOME DESIGNS - 345 CANADA AVE - 17 HOURS @\$185/HR \$3,145.00 \$3,145.00 SUBTOTAL **GST/HST** \$408.85 **TOTAL** PAYMENT DUE IN FULL UPON RECEIPT \$3,553.85 **PAY THIS AMOUNT** THANK YOU FOR YOUR BUSINESS!

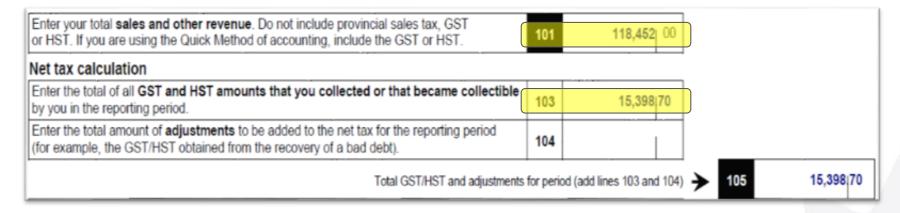
STEP 2: Recorded to Sales Journal (invoice #138)

Date	Invoice #	Customer	Source	Subtotal	GST/HST (13%)	Total
02-07-19	137	H. Pitt Inc.	Cheque	20,000.00	2,600.00	22,600.00
03-03-19	138	C. Kent	Cheque	3,145.00	408.85	3,553.85
04-15-19	139	B. Barrette	VOID	VOID	VOID	VOID
05-21-19	140	J. Patel	Cheque	24,500.00	3,185.00	27,685.00
06-04-19	141	R. Smith	Cash	1,457.00	189.41	1,646.41
07-06-19	142	A. Cooper	Cheque	14,300.00	1,859.00	16,159.00
08-07-19	143	V. Nguyen	Cheque	14,200.00	1,846.00	16,046.00
09-09-19	144	Bold Eng. Inc	Cheque	28,450.00	3,698.50	32,148.50
10-10-19	145	R. Wilson	Cheque	12,400.00	1,612.00	14,012.00
			Total	118,452.00	15,398.76	133,850.76

STEP 3: Recorded to the T2125 form

— Part 3A – Business income — — — — — — — — — — — — — — — — — — —	
Gross sales, commissions, or fees (include GST/HST collected or collectible)	133,85p.76 3 A
GST/HST, provincial sales tax, returns, allowances, discounts, and GST/HST adjustments (included in amount 3A)	15,398.76 3 B
Subtotal: Amount 3A minus amount 3B	118,452.00 3 C
If you are using the quick method for GST/HST – Government assistance calculated as follows: GST/HST collected or collectible on sales, commissions and fees eligible for the quick method	
GST/HST remitted, (sales, commissions, and fees eligible for the quick method plus GST/HST collected or collectible) multiplied by the applicable quick method remittance rate	
Subtotal: Amount 3D minus amount 3E	p.003F
Adjusted gross sales: Amount 3C plus amount 3F (enter on line 8000 of Part 3C)	118,452.003G

STEP 3: Recorded to GST 34 return (invoice #138)



Generally, purchases and expenses are deductible if they are:

- ✓ Incurred or made to earn business income
- ✓ Supported by invoices
- ✓ Paid or payable by the taxpayer/registrant
- Reasonable in the circumstances.



Note: Don't forget to exclude the personal portion, where applicable.

Steps	Methodology
1. Original document	 Retain a receipt or voucher for every transaction and maintain for your records Original documents also include cash register tapes, purchase invoice, monthly bills, contracts, etc.
2. Expense journal or summary	 ✓ Should show the date, the amount, type of expense, taxes (GST/HST or PST) and payment method ✓ Can be in paper or electronic format (electronic spreadsheet, adding machine tape, accounting software, etc.)
3. T2125 & GST34	✓ Should include this information even if you are filing your return using tax preparation software

Example receipt/invoice:

Receipt #19785 Willis Office Supplies **Invoice Date:**

June 5, 2019

Invoice Number:

19785

Willis Office Supplies

Unit 14, 11111 1st Avenue, Toronto, Ontario, 416-888-8888

Bill to: ABC Engineering Inc., 1234 Canada St., Toronto, Ontario

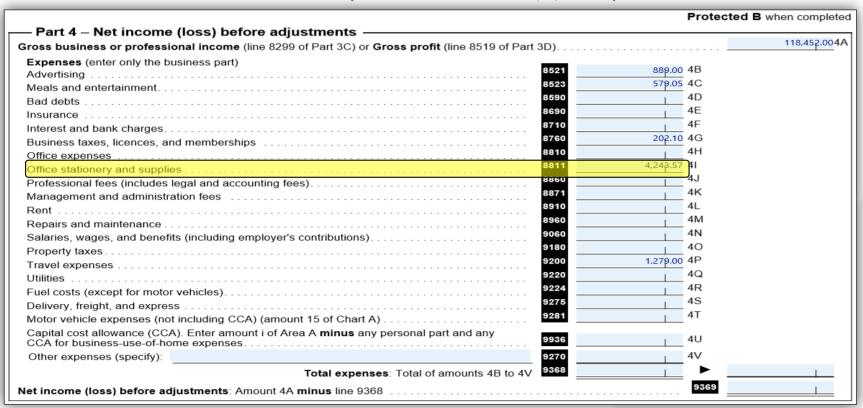
Description	Price	Quantity	Total
Blue pens 12/box	\$ 34.99	8	\$ 279.92
	Subtotal GST/HST		\$ 279.92
			\$ 36.39
GST/HST#: 55555 5555	TOT	AL	\$ 316.31

Payable on receipt

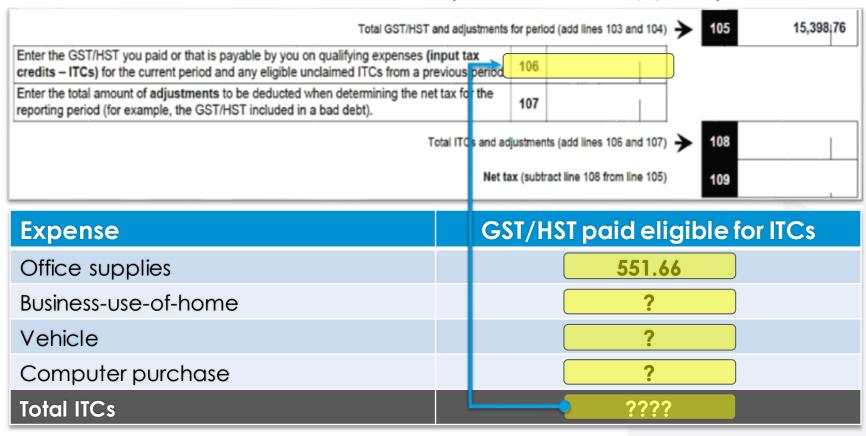
STEP 2: Recorded to Expense Journal (Ex: Willis Office Supplies)

Date	Vendor	Payment Source	Subtotal	GST/HST (13%)	Total
02-02-19	Ally's Depot	Visa 7890	148.00	19.24	167.24
03-01-19	Wholesale Supply Inc	Cheque 401	448.00	58.24	506.24
06-05-19	Willis Office Supplies	Ch. account	279.92	36.39	316.31
06-15-19	Wholesale Supply Inc	Visa 7890	1,978.00	257.14	2,235.14
07-03-19	Ally's Depot	Visa 7890	500.00	65.00	565.00
08-27-19	Willis Office Supplies	Visa 7890	889.65	115.65	1,005.30
		Total	4,243.57	551,66	4,795.23

STEP 3: Recorded to T2125 (Willis Office Supplies)



STEP 3: Recorded to GST 34 return (Willis Office Supplies)



Common Reasons For Potential Errors

- Overlooked reporting of secondary or other sources of income
- Revenues are not all deposited or may be deposited but not recorded correctly



- Lack of bank reconciliation; discrepancy between declared revenues and bank deposits
- Claiming personal portion of expenses and ITCs (for example, motor vehicle expenses)

Common Reasons For Potential Errors

 Expenses are not supported with documentation or no supporting documents to explain the business vs. personal portion of expenses (for example, motor vehicle, travel expenses)



- No reasonable basis used to calculate shared expenses
- Lack of tax knowledge or tax rules (that is, amounts claimed that are limited by tax legislation – meals and entertainment, Capital cost allowance, etc.)

Travelling from home to the place of business is not an allowable expense, unless the principal place of business is at home.

Examples of allowable motor vehicle travel	Documentation required				
Distance between 2 different places of business	Detailed logbook: date, destination, purpose and number of kilometres driven				
 Distance when travelling: To meet with a supplier or client To make purchases for business 	 Record of the odometer reading of each vehicle at the start of the fiscal period. 				
 ✓ For training, conventions, or trips related to business ✓ Etc. 	All receipts (gas, insurance, repairs, etc.).				
Possibility of using the simplified logbook method					

Types of vehicles (handout)

The kind of vehicle you have can affect the expenses you deduct. For tax purposes, there are two types of vehicles:

- Motor vehicles, and
- Passenger vehicles

If you own or lease a passenger vehicle, there may be a limit on the amounts you can deduct for:

- Capital Cost Allowance (CCA)
- Interest
- Leasing costs, and
- Allowable purchase ITCs for GST/HST

Types of vehicles

Vehicle	Seating (includes driver)	Business use in year bought or leased	Motor vehicle	Passenger vehicle
Pickup truck used to transport goods or equipment	1 to 3	more than 50%	✓	
Pickup truck with extended cab used to transport goods, equipment, or passengers	4 to 9	90% or more	✓	
Sport utility used to transport goods, equipment, or				
passengers	4 to 9	90% or more	✓	
Van or minivan used to transport goods or equipment	1 to 3	more than 50%	✓	
Van or minivan used to transport goods, equipment, or				
passengers	4 to 9	90% or more	✓	
Coupe, sedan, station wagon, sports car, or luxury car	1 to 9	1% to 100%		✓
Pickup truck (other than above)*	1 to 3	1% to 100%		✓
Pickup truck with extended cab (other than above)*	4 to 9	1% to 100%		✓
Sport utility (other than above)	4 to 9	1% to 100%		✓
Van or minivan (other than above)	1 to 3	1% to 100%		✓
Van or minivan (other than above)	4 to 9	1% to 100%		✓

^{*}A vehicle in this category that is used more than 50% to transport goods, equipment, or passengers while earning or producing income at a remote work location or at a special work site that is at least 30 kilometres from the nearest community with a population of 40,000 is considered a motor vehicle.

Eligible expenses	Expenses not eligible				
✓ Licence and registration fees	x Traffic ticket				
✓ Gasoline and oil	x Repair costs following an accident during				
✓ Insurance	a personal trip				
✓ Interest on money borrowed to buy a					
motorvehicle					
✓ Repairs and maintenance					
✓ Leasing costs (if you lease the vehicle)*					
✓ Capital Cost Allowance (CCA) (if you)					
own the vehicle). *					
*If you own or lease a <u>passenger vehicle</u> , deduction limits could apply.					

Non-exhaustive lists

Leased vehicle

STEP 1

STEP 2

Logbook information

Business km : 12,355 Total km : 20,592

Allowable portion

12,355 ÷ 20,562

60%

Personal portion

40%

Non deductible

Expense	Cost	GST/HST Paid
Gas and oil	\$1,800	\$234
Insurance	1,000	0
Licence and registration fees	300	0
Repairs and maintenance	200	26
Leasing cost	2,880	374
Total	6,180	634

Leased	veh	icle
	7 - 1	

STEP 1

STEP 3

STEP 2

Logbook information

Business km : 12,355 Total km : 20,592

Allowable portion

12,355 ÷ 20,562 **60%**

Personal portion

40%

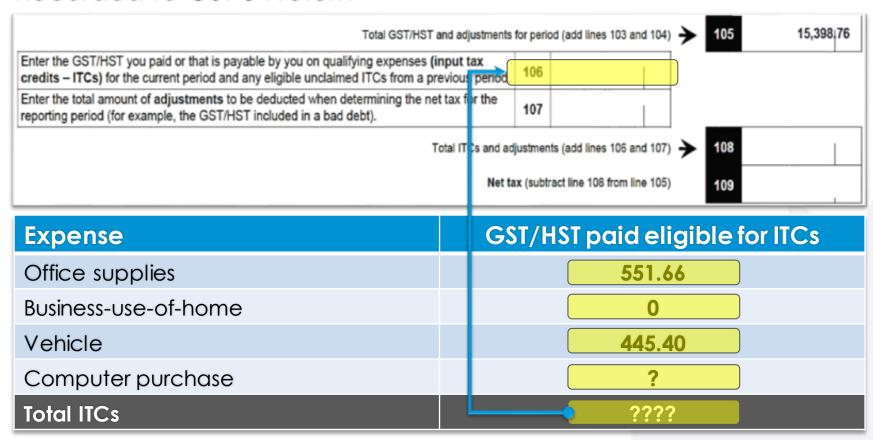
Non deductible

Expense	Cost	GST/HST Paid
Gas and oil	\$1,800	\$234
Insurance	1,000	0
Licence and registration fees	300	0
Repairs and maintenance	200	26
Leasing cost	2,880	374
Total	6,180	634
Allowable portion (60%)	\$3,708	\$380
Business parking fees (100%)	500	65
Supplementary business insurance (100%)	200	0
Allowable deduction & ITC	\$4,408	\$445

Recorded to T2125 form

Chart A – Motor vehicle expenses ——————————————————————————————————	12,355	1	
tal kilometres you drove in the fiscal period	20 502	2	
End and all	1.800.00	3	
Interest (see Chart B)		4	
Insurance	1,000,00	5	
Licence and registration	300.00	6	
Maintenance and repairs	200.00	7	
Leasing (see Chart C)	2 000 00	8	
Other expenses (specify):		9	
	1_1	0	
Total motor vehicle expenses: Add amounts 3 to 10	6,180 ₁ 00 ₁	1	
Business use part: $\left(\frac{\text{amount 1:}}{\text{amount 2:}} \times \frac{12,355}{\text{20,592}}\right) \times \text{amount 11:} \frac{6,180,0}{\text{20,592}}$	0	=	3,708,00
Business parking fees			500,00
Supplementary business insurance			200,00
Supportionally submissed insulative)		4,408,00

Recorded to GST 34 return



Business-use-of-home Expenses

Deductible if one of the following conditions applies

Your home is your **principal place** of business

You use the space **only** to earn your business income

+

You use it on a **regular** and **ongoing basis** to meet your <u>clients</u>, <u>customers</u>, or <u>patients</u>

Note: Cannot be used to create or increase a business loss (unused portion can be deducted in a future year).

Business-use-of-home Expenses

Allowable expenses

Electricity Home insurance

Heat Mortgage interest

Maintenance Rent

Property taxes Capital cost allowance (CCA)

Non-exhaustive list

Allowable portion

- Work space area vs. the total area of home, AND
- Prorata of 24 hours per day and 7 days per week if the work space is also used for personal purposes.

Note: If expense is incurred exclusively for the home office, 100% of the amount is deductible.

0

331

Business-use-of-home Expenses

Property taxes

Total

STEP 1

Calculation:

Dedicated area

STEP 2

Workspace usage

Business: 180 sq. ft. Total: 1,800 sq. ft.

Allowable portion

180 ÷ 1,800

10%

Personal portion

90%

Non deductible

Cost	GSI/HSI Paid
\$2,200	\$286
650	0
350	45
8,000	0
	\$2,200 650 350

1,800

13,000

Calculation:

Dedicated area

STEP 2

Workspace usage

Business: 180 sq. ft. Total: 1,800 sq. ft.

Allowable portion

180 ÷ 1,800

10%

Personal portion

90%

Non deductible

STEP 1

Expense	Cost	GST/HST Paid
Electricity	\$2,200	\$286
Insurance	650	0
Maintenance	350	45
Mortgage interest	8,000	0
Property taxes	1,800	0
Total	13,000	331
Allowable deduction & ITC	\$1,300	\$0

STEP 3

C	1	_	1	_	T;	_	_	
		_		~	TI	П	n	•
O.	МI	J	VI	u		v		•

Shared area

STEP 2

Workspace usage

Business: 180 sq. ft. Total: 1,800 sq. ft.

Allowable portion

180 ÷ 1,800

10%

Personal portion

90%

Non deductible

STEP 1

STEP 3

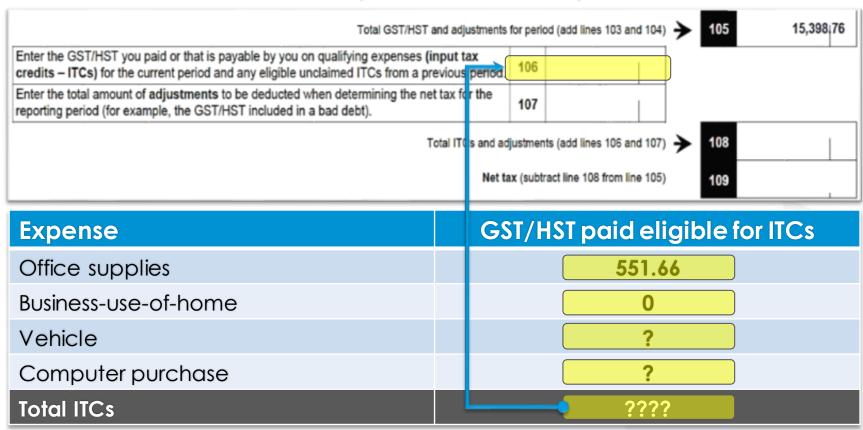
STEP 4

Expense	Cost	GST/HST Paid				
Electricity	\$2,200	\$286				
Insurance	650	0				
Maintenance	350	45				
Mortgage interest	8,000	0				
Property taxes	1,800	0				
Total	13,000	331				
Allowable deduction & ITC	\$1,300	\$0				
Shared are	Shared area calculation					
Business related	l usage 7/24 hou	rs				
Business relate	d usage 5/7 day	S				
Allowable deduction & ITC	\$271	\$0				

Recorded to T2125 form (Dedicated area)

— Part 7 – Calculation of business-use-of-home expenses		
Heat	7A	
Electricity	2,20p.00 7B	
Insurance	650.00 70	
Maintenance	250.00 7D	
Mortgage interest	A AAA AA 7E	
Property taxes	1,80p.00 7F	
Other expenses (specify):	₁ 7G	
Subtotal: Add amounts 7A to 7G	13,00p.00 7H	
Personal-use part of the business-use-of-home expenses	11,70p.00 7I	
Subtotal: Amount 7H minus amount 7I	1,30p.00 7J	
Capital cost allowance (business part only), which means amount i of Area A minus any portion of CCA that is for personal use or entered on line 9936 of Part 4	7K	
Amount carried forward from previous year	₁ 7L	
Subtotal: Add amounts 7J to 7L	1,30p.00 7M	
Net income (loss) after adjustments (amount 5C) (if negative, enter "0")	70,57 ₁ .00 7N	
Business-use-of-home expenses available to carry forward: Amount 7M minus amount 7N (if negative, enter "0")	ρ,00 70	
Allowable claim: The lesser of amount 7M and 7N above (enter your share of this amount on line 9945 of	Part 5)	1,300.0071

Recorded to GST 34 return (Dedicated area)



- Your business might acquire a depreciable property such as a building, furniture, or equipment to use in the business activities.
- These properties wear out or become obsolete over time. You can deduct their cost over a period of several years. This yearly deduction is called a capital cost allowance (CCA).



Commonly	used CCA classes

Class	Rate (%)	Brief description
1	4	Most buildings you bought after 1987.
8	20	Property that you use in your business that is not included in another class.
10	30	Motorvehicles and some passenger vehicles.
10.1	30	A passenger vehicle not included in Class 10.
12	100	Tools, medical and dental instruments and kitchen utensils, acquired for less than \$500. (If \$500 or more, include the cost in Class 8)
50	55	General-purpose electronic data-processing equipment (commonly called computer hardware) and systems software for that equipment.

PURCHASE OF A COMPUTER IN 2018

Cost: \$2,000
Class: 50
CCA Rate: 55%

Business usage: 75%



Maximum deduction for 2018: Maximum deduction for 2019:

 $$1,500 \times 55\% \times \frac{1}{2}$ = \$413 | (\$1,500 - \$413) \times 55% = \$598

Only the business portion is deductible.

In this case, the computer is used 75% of the time for business, resulting in an undepreciated capital cost (UCC) at the start of the year of \$1,500.

*Half-year rule: claim half of the allowable deduction in the year of purchase.

Rule for GST/HST: Capital personal property

If business usage is greater than 50% then the ITC is 100% of the GST/HST paid

T2125 for 2018

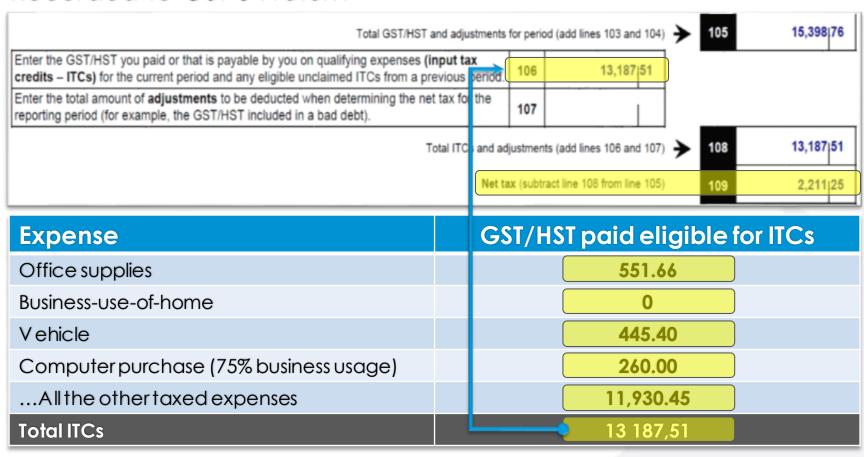
Class	Undepreciated capital cost (UCC) at the start of the year	Cost of additions in the year (see Area B and C below)	Cost of additions from column 3 which are ASIP (new property must be available for use before 2024) See note 1 below	Proceeds of dispositions in the year (see Area D and E below)	UCC after additions and dispositions (col. 2 plus col. 3 minus col. 5)	Proceeds of dispositions available to reduce adollors of ABP (col. 5 minus col. 3 plus column 4). If negative, enter 10"		Adjustment for current-year additions subject to the half year- rule 1/2 multiplied by (col. 3 milnos col. 4 milnos col. 5). If negative, enter "5."	Base amount for CCA (col. 6 phas col. 8 minus col. 9)	CCA Rate %	CCA for the year (col. 10 multiplied by col. 11 or a lower amount)	UCC at the end of the year (col. 6 minus col. 12)
50	0,00	1,500,00	0,00	0,00	1,500,00	0,00	0,00	750,00	750,00	55.00	413,00	1,087,00
		1	1		1	1		1				1
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	1	1	1	1	ì	1	1	T.			1	
	1	1.0	1.	1 1		1	10	31			1	1
		1	1	9 9	100		0.00	1	1		14	1

Area l	B – Equipment additions in the year						
1 Class number	2 Property description	3 Total cost	4 Personal part (if applicable)	5 Business part (column 3 minus column 4)			
50	Computer	2,000 00	500 ₁ 00	1,500 ₁ 00			
	Total equipment additions in the year: Total of column 5 9925						

T2125 for 2019

1 Class number	Undepreciated capital cost (UCC) at the start of the year	Cost of additions in the year (see Area B and C below)	Cost of additions from column 3 which are AIP or zero-emission vertices (ZEV) (new property must be available for use in the year) Note 1	5 Proceeds of dispositions in the year (see Area D and E below)	6" UCC after additions and dispositions (ool 2 plans col. 3 miners col. 5)	Proceeds of dispositions available to reduce additions of AIP and ZEV (col. 5 minus col. 3 plus column 4). If negative, enter '0' Note 2	8 UCC adjustment for current-year additions of ASP and ZEV (cot. 4 minus cot. 7) multiplied by the relevant factor. If negative, enter "0". 18ute 3	Adjustment for current-year additions subject to the half-year rule 1/2 multiplied by (col. 3 minus col. 4 minus col. 5). If regulive, writer "2."	Base amount for CCA (cot. 6 plus cot. 8 minus cot. 9)	CCA Rate %	12 CCA for the year (col. 10 multiplied by col. 11 or a lower amount)	13 UCC at the end of the year (col. 6 minus col. 12)
50	1,087,00	0,00	0,00	0,00	1,087,00	0,00	0,00	0,00	1,087,00	55.00	598 ₁ 00	489,00
	- 1			1		1		1	1			
			1	1		1		1	1		1	
	1		1	1		1		1			1	
	1		1	1		1		T.				
	9	1	1	1	1	1	1	1	1		1	

Recorded to GST 34 return



Capital Cost Allowance (CCA) New Rules

Applies to eligible property acquired after November 20, 2018 and must be available for use before 2028 in order to qualify.

Accelerated Investment Incentive

- Provides an enhanced first-year allowance for certain eligible property subject to CCA
- Apply the prescribed CCA rate for a class up to one-and-a-half times the net addition to the class for the year
- Suspend the existing CCA half-year rule

Full Expensing for Manufacturers and Processors

 Immediately write-off the full cost of machinery and equipment used for the manufacturing or processing of goods (Class 53)

Full Expensing for Clean Energy Investments

• Immediately write-off the full cost of specified clean energy equipment (classes 43.1 and 43.2)

Meals And Entertainment

Meal expenses must be incurred to earn business income

- Includes beverages, taxes and tips
 - Example: to meet with a client or supplier, attend a convention, etc.

Entertainment expenses can include

- The cost of tickets for a theatre, concert, athletic event or other performance
- The cost of private boxes at sports facilities

Note: Annual dues for recreational or dining clubs (e.g.: golf club) are not allowable.

Meals And Entertainment

Maximum allowable for food, beverages and entertainment is limited to **50% of the lesser** of:

- Actual amount incurred; or
- Amount that is reasonable in the circumstances.

Few **exceptions** to the 50% rule. For example:

- Your business regularly provides food, beverages, or entertainment to customers for compensation
- You incur meal and entertainment expenses for an office party or similar event, and you invite all your employees from a particular location. The limit is six such events per year.

Note: Keep all receipts/invoices, including the name of the client(s) entertained, purpose, and contact number.

Telephone and Utilities

Telephone/Cell Phone/Internet

- Only the portion used to earn business income is deductible
- A reasonable basis must be used when calculating the expense for the usage of a telephone, cell phone, or Internet that is used for both personal and business purposes

Utilities (other than home office utilities)

- Gas
- Oil and heating
- Electricity
- Water

General Expenses

Expense	Deductible	Non-Deductible
1. Clothing and uniforms	Safety gear and uniforms (and related cleaning costs)	Clothing in general that can be used personally (i.e. suits, ties, etc.) and related cleaning costs.
2. Conventions	 Limit of 2 conventions per calendar year: Related to your business or professional activity; and Be held by business or organization within the geographical area where the organization usually conducts its business. 	Personal portion (i.e. spouse, children, vacation vs. business portion, etc.).

General Expenses

	Expense	Deductible	Non-Deductible
3.	Travel	You can deduct travel expenses you incur to earn business and professional income. These include: Transportation fares Hotel Meals (in most cases, the 50% limit applies)	Personal portion (i.e. spouse, children, vacation vs. business portion, etc.)
4.	Salaries	Reasonable expense (Fair Market Value - FMV) for job performed – applies in non-arm's length situations.	N/A

GST/HST

- Generally, you must register for GST/HST if your total gross revenue from your worldwide taxable supplies of property and services is more than \$30,000 in a single calendar quarter or over four consecutive calendar quarters.
- Taxable supplies are property and services that are made in the course of a commercial activity and are subject to the GST/HST.
- If your gross revenue from taxable supplies is equal to or less than \$30,000, you do not have to register as you are considered to be a small supplier.
 However, you can do so if you want to claim input tax credits.
- Taxi operator or commercial ride-sharing driver must register regardless of revenue.
- Input tax credits (ITCs) allow you recover the GST/HST paid or payable on purchases and expenses related to your commercial activities.

Differences In Tax Status

Tax status	What this means	If you are a GST/HST registrant then
Taxable supplies	Most supplies made/provided in Canada or imported in are subject to GST/HST.	 You charge the GST/HST on these supplies You may be eligible to claim ITCs to recover the GST/HST paid on purchases made to provide these supplies.
Zero- rated supplies	Some supplies are zero-rated. GST/HST applies to these supplies at the rate of 0%. Basic groceries Prescription drugs Exports	 GST/HST of 0% is charged. You do not collect the GST/HST on these supplies. You may be eligible to claim ITCs to recover the GST/HST paid on property and services acquired to provide these supplies
Exempt supplies	Some supplies are exempt. GST/HST does not apply to these supplies. Most health/medical services Many education services Child care services	 You do not charge the GST/HST. Generally you cannot claim ITCs to recover the GST/HST paid or payable on property and services acquired to provide these supplies.

GST/HST – Small Supplier?

Example 1

What happens if you exceed the \$30,000 limit in four consecutive quarters?

Second quarter (April 1 to June 30, 2018)	\$2,000
Third quarter (July 1 to September 30, 2018)	\$10,000
Fourth quarter (October 1 to December 31, 2018)	\$12,000
First quarter (January 1 to March 31, 2019)	\$8,000
Total revenues for 4 consecutive quarters	\$32,000

In this case, you cease to be a small supplier at the end of the month following the first quarter (end of April 2019), as you exceeded the \$30,000 limit in the last four consecutive calendar quarters.

Start collecting GST/HST

✓ In May 2019, even if you are not yet registered.

Register for a GST/HST account

✓ Within 29 days after you make your first sale other than as a small supplier.

GST/HST – Small Supplier?

Example 2

What happens if you exceed the \$30,000 limit in two consecutive quarters?

First quarter (January 1 to March 31, 2018)	\$25,000
Second quarter (April 1 to June 30, 2018)	\$25,000
Total revenues for 2 consecutive quarters	\$50,000

In this example, you exceeded the \$30,000 limit by the end of the second consecutive calendar quarter but not in one quarter. You will be a small supplier for the following month (July 2018) provided you don't go over \$30,000 in that one month.

Start collecting GST/HST

✓ in August 2018 after you cease to be a small supplier.

Register for a GST/HST account

✓ Within 29 days after you make your first sale other than as a small supplier.

GST/HST – Small Supplier?

Example 3

What happens if you exceed the \$30,000 limit in one particular quarter?

First quarter (January 1 to March 31, 2018)	\$2,000
Second quarter (April 1 to June 30, 2018)	\$10,000
Third quarter (July 1 to September 30, 2018)	\$38,000

In this example, a sale that exceeded the small supplier limit was made on September 23. Therefore, in the third quarter, you <u>cease immediately to be a small supplier</u> as you exceeded the limit.

Start collecting GST/HST

✓ On the September 23 sale that made you exceed the \$30,000 limit, even if you are not yet registered.

Register for a GST/HST account

✓ By October 22, which is 29 days after you cease to be a small supplier.

GST/HST - Reporting Periods

Usually, the **assigned reporting period** is based on your **annual total revenue**. This will generally determine how many times a year you have to file GST/HST returns.

Annual taxable supplies	Assigned reporting period	Optional reporting periods
\$1,500,000 or less	Annual	Monthly or quarterly

Payroll – Common Errors Made by Small Businesses

- 1. Employers don't remit their source deductions by the due date.
- 2. The deduction amounts on T4 **do not equal** the amounts remitted to the CRA throughout the year.
- Employers fail to report or incorrectly report taxable benefits such as bonuses, commissions, vehicle allowances or personal living expenses.

- T4130 Employers' Guide Taxable Benefits and Allowances
- * T4001 Employers' Guide Payroll Deductions and Remittances

Payroll – Employee Or Self-employed?

It is important to determine whether people who work for you are **employees** or **self-employed individuals**.

The **facts of the working relationship as a whole** decide the employment status (e.g. the carrying out the work, relationship of subordination and degree of control or independence).

Note: If you are not sure of a worker's employment status, request a ruling. Find out how at **canada.ca/payroll**.

RC4110 - Employee or Self-employed?

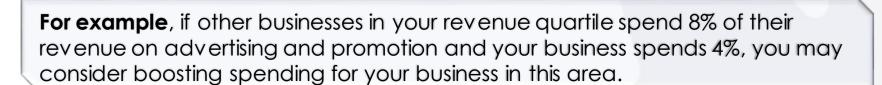
Benchmarking

What is Benchmarking?

Benchmarking involves using **Financial Performance Data** to help both new and existing businesses to better understand how competing firms operate in their chosen industry.

It can:

- provide insight on the operations of similar small businesses in your industry;
- identify areas in which your business deviates from the relevant industry average; and
- identify opportunities to make changes that may help you to grow your business.



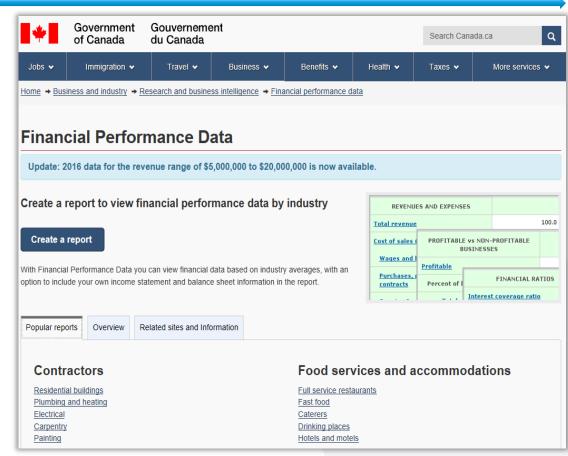


Benchmarking

Benchmark Tool

With Financial Performance Data you can:

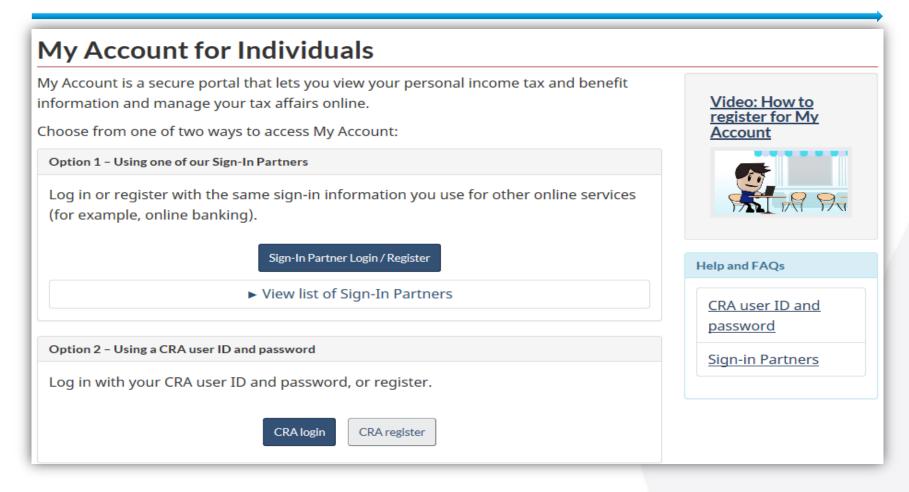
- View financial data based on industry averages
- Include your incorporated business income statement and balance sheet information in the report



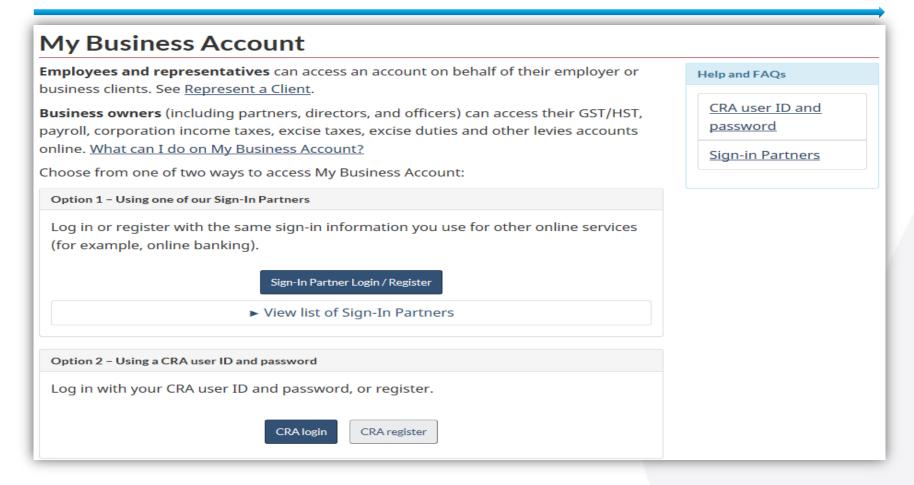
Go to ic.gc.ca/eic/site/pp-pp.nsf/eng/home

Benchmarking – Used Car Dealers

	Whole industry (reliability)	Bottom quartile (25%)	Lower middle (25%)	Upper middle (25%)	Top quartile (25%)	Percentage of businesses reporting
Number of businesses	5,539					
Revenue range:						
Low Value (\$000)	30	30	100	304	918	
High Value (\$000)	5,000	100	304	918	5,000	
Revenues and expenses		(tho	ousands of o	dollars) — /	Averages	
Total revenue	739.6 ⁸	59.9	184.4	548.9	2,165.4	100.0
Sales of goods and services	N/A	N/A	N/A	N/A	N/A	N/A
All other revenues	N/A	N/A	N/A	N/A	N/A	N/A
Cost of sales (direct expenses)	591.5 ⁸	32.0	121.2	417.5	1,795.3	88.3
Wages and benefits	8.0 ⁸	0.3	1.8	8.2	21.9	11.4
Purchases, materials and sub-contracts	593.0 ⁸	32.1	121.9	415.0	1,803.0	87.9
Opening inventory	142.5 ⁸	28.9	59.8	120.3	361.0	73.0
Closing inventory	152.0 ⁸	29.3	62.3	126.0	390.6	73.6
Operating expenses (indirect expenses)	119.8°	21.7	54.0	109.5	294.0	97.6
Labour and commissions	38.9 ⁸	2.7	11.7	32.0	109.2	50.8
Amortization and depletion	5.5 ⁸	1.4	3.3	6.0	11.3	59.2
Repairs and maintenance	6.4 ⁸	1.4	3.5	6.5	14.1	57.4
Utilities and telephone/telecommunication	5.8 ⁸	1.5	3.6	6.1	12.1	82.8
Rent	13.2 ⁸	2.1	6.4	13.6	30.8	56.3
Interest and bank charges	3.7°	1.0	2.0	4.0	8.0	63.0
Professional and business fees	5.7 ^E	1.5	2.9	5.6	12.8	84.1
Advertising and promotion	8.1 ^E	0.5	2.3	5.7	24.0	72.0
Delivery, shipping and warehouse expenses	1.1°	0.2	0.6	0.7	2.9	13.4
Insurance	5.4 ⁸	1.8	3.3	6.0	10.7	78.5
Other expenses	25.8°	7.5	14.3	23.3	58.1	95.8
Total expenses	711.3 ⁸	53.8	175.2	527.0	2,089.3	97.9
Net profit/loss	28.3 ⁸	6.1	9.2	21.9	76.1	99.8



Go to canada.ca/my-cra-account



Go to canada.ca/my-cra-business-account

My Account

- View status of tax return and notice of assessment/reassessment + change my return
- View RRSP, Tax-Free Savings Account (TFSA),
 Home Buyer's Plan and Lifelong Learning Plan
- View and update address and telephone numbers, change marital status
- View proof of income statement, account balance, statement of account and installments
- View and authorize representatives
- Arrange direct deposit and pay by preauthorized debit
- View Canada Child Benefit, GST/HST and Universal Child Care Benefit payments, account balance and statement of account
- View tax information slips (T4, T4A, T4A(P), T4A(OAS), T4E, T4RSP, T4RIF, T5007, T3, T5, T5008 and RRSP Contribution Receipt)

My Business Account

Manage GST/HST account:

- ✓ File or adjust a return
- ✓ File or view elections
- ✓ Account balance and activities
- ✓ Installment payment calculator
- ✓ Enquiries service etc.

Manage Payroll account:

- ✓ File a return or view return status
- View account balance, remitting requirements and account transactions
- Request a refund
- ✓ Request a CPP/EI ruling etc.
- Manage all other accounts (Corporation, Excise, Contract payments (T5018), etc.)
- Manage representatives, addresses, direct deposit and online mail
- Preauthorized debit
 - View direct deposit transactions

My Payment

My Payment is an electronic service that lets you make payments directly to the Canada Revenue Agency (CRA) using your bank access card. You cannot use credit cards with My Payment. For credit card payment options, go to <u>Pay by credit card or PayPal</u>.

You need a card with one or more of the following logos:

- Visa® 1 Debit
- Debit MasterCard® 2
- Interac® ³

If your bank card has:

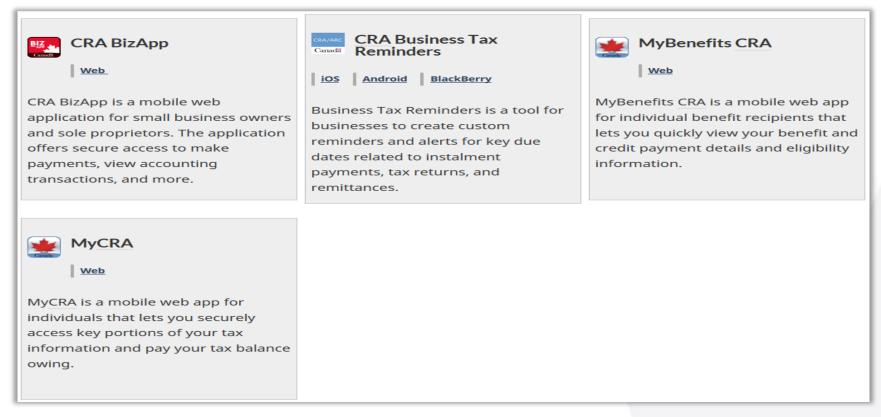
- an Interac Online logo only, pay with the Interac option.
- both a Visa Debit logo **and** an Interac logo, pay with the Visa Debit option.
- both a Debit MasterCard logo **and** an Interac logo, pay with the Debit MasterCard option.

Start My Payment



Go to canada.ca/payments

Mobile Apps



Go to canada.ca/cra-mobile-apps

CRA's online services – Multimedia

CRA Multimedia library

The Canada Revenue Agency (CRA) offers a number of videos and audio products about our services and programs.

Follow: F y in D T















Services and information

Businesses video gallery

Videos and recorded webinars for businesses.

Charities video gallery

Videos and recorded webinars for charities and donors.

Photos for use by media

Photos of the Minister of National Revenue and CRA senior officials, and other stock photos for media use.

Individuals video gallery

Videos and recorded webinars for individuals and families.

Podcasts

Audio podcasts that you can subscribe to.

Tax-filing season media kit

Includes sharable infographics and audio clips for the current year's taxfiling season.

Most requested

- · How to register for My Account
- Series: Tax measures for persons with disabilities
- Filing online—fast, easy, and secure
- · Series: Gifting and receipting

Go to canada.ca/cra-video-gallery

Covid-19 relief measures: Support for Individuals administered by CRA

- Canada Recovery Benefit (CRB)
- Canada Recovery Sickness Benefit (CRSB)
- Canada Recovery Caregiving Benefit (CRCB)
- Canada Emergency Response Benefit (CERB)

New Recovery Benefits

New Canada Recovery Benefits - What to Expect

		CERB from CRA – how it worked:	New (Canada Recovery Benefits – how they wi	Il work:		
		Canada Emergency Response Benefit (CERB)	Canada Recovery Benefit (CRB)	Canada Recovery Caregiving Benefit (CRCB)			
9	4 week periods/ \$2000 - up to a maximum of 28 weeks Apply at the beginning of the period Payments issued at the beginning of		 2 week periods \$1000 (\$900 after tax) Up to a maximum of 26 weeks 	 1 week periods \$500 (\$450 after tax) Up to a maximum of 2 weeks 	1 week periods \$500 (\$450 after tax) Up to a maximum of 26 weeks per household		
×	Benef	the 4-week period Prospective (apply at start of period) Apply retroactively until Dec. 2, 2020	·	apply after period has ended, payments issued at vithin 60 days after period has ended	fter the period)		
	Taxable	No taxes withheld on payments	• CRA	will withhold 10% of benefit payment amount in	taxes		
0=	Eaming While on Benefits	You had stopped working because of COVID-19 You could earn up to \$1000 per period and still keep benefit You were not eligible if you earned more than \$1000 during the period	You had a 50% reduction in your average weekly income compared to last year due to COVID-19 You will have to reimburse \$0.50 of the CRB for every dollar of net income you earned above \$38,000 for the calendar year	You must have worked less than 50% of your scheduled work week	You must have worked less than 50% of your scheduled work week		
	Apply	My Account Automated Phone Line	My Account Automated Phone Line				
③	Payments	CRA service standards: 3-5 business days by direct deposit 10 business days by mail Many people received payments in 2 days by direct deposit	CRA service standards: 3-5 business days by direct deposit 10-12 business days by mail Payments will be made within these service standards				

Note: In some cases, we may need to ask applicants for more information to verify their applications. It may take us up to 4 weeks to process the applicant's claim from the date we receive their complete response. Individuals who make intentionally fraudulent claims for the Canada Recovery Benefits may face consequences, such as penalties or possible jail time.

For more on these benefits and the application process visit canada.ca/coronavirus

Answers to your questions on paying back the CERB

Why you would send the CERB back?

You must repay the CERB if you no longer meet the eligibility requirements for any 4-week period you received it. Your situation may have changed since you first applied, or you may have made an honest mistake when applying. This could happen if:

- You applied for the CERB but later realize you're not eligible.
- You applied for and got a CERB payment from both the CRA and EI/Service Canada for the same eligibility period.
- You receive social assistance benefits and realize the CERB will affect your other benefits.
- You applied for the CERB twice in one period.
- You earned more employment or self-employment income than expected in the period(s)
 you applied for.

Before you repay the CERB

Make sure you know which department you got your CERB from.

- If you got the CERB from the CRA, you must repay it to the CRA.
- If you got the CERB from Service Canada (EI), you must repay it to Service Canada.

Still not sure if you need to repay the CERB? Not sure whether you got your CERB payment from the CRA or Service Canada?

Go to return or repay a payment canada.ca/repay-cerb or call 1-833-966-2099.

Covid-19 relief measures: Support for businesses administered by CRA

- Canada Emergency Wage Subsidy (CEWS)
- Canada Emergency Rent Subsidy (CERS)
- 10% Temporary Wage Subsidy for Employers (TWS)

CEWS Can Work for You

The CEWS can fit your situation

Get the support you need to keep your employees on your payroll or bring them back to work.

You can get a base subsidy for each of your eligible employees. The amount you get per employee is based on your revenue drop.*

	Revenue drop 50% or more	Revenue drop 0-49%
How much can you qualify for?	60% up to \$677.40/week per employee	Your revenue drop % x 1.2 (eg. 20% x 1.2 = 24% base rate or \$270.96/week per employee)

Subsidy rates apply to remuneration of **up to \$1,129 per** week per eligible employee. The rates shown here are in effect for Period 5 (July 5 – August 1) and Period 6 (August 2 – August 29). The maximum base subsidy rate will be gradually reduced from 60% in Periods 5-6 to 40% in Period 9 (October 25 – November 21).

Were you especially hard-hit?

If you've been especially hard-hit by the COVID-19 crisis, you may qualify for an additional topup subsidy, based on your average revenue drop for the previous 3 months.*

4		Revenue drop 70% or more	Revenue drop between 50-70%	Revenue drop between 0-50%
Do you qualify for a top-up?	Top up	25% up to \$282.25/week per employee	1.25 x (your 3-month average revenue drop % - 50%) (eg. 1.25 x (60% - 50%) = 12.5% or \$141.13/week per employee)	No top-up

NOTE: The Safe Harbour rule provides certainty to employers that have already made business decisions for July and August. If your revenue dropped by 30% or more in any of periods 4, 5, or 6, under the Safe Harbour rule your subsidy rate will be at least 75% (and possibly more) for periods 5 or 6 (or both).

^{*} You can calculate your revenue drop in different ways, and use the way that works best for your situation.

Canada Emergency Rent Subsidy (CERS)

Canadian businesses, non-profit organizations, or charities who have seen a drop in revenue due to the COVID-19 pandemic may be eligible for a subsidy to cover part of their commercial rent or property expenses, starting on September 27, 2020, until June 2021.

This subsidy will provide payments directly to qualifying **renters** and **property owners**, without requiring the participation of landlords.

If you are eligible for the base subsidy, you **may** also be eligible for lockdown support if your business location is significantly affected by a public health order for a week or more.

Calculating your base rent subsidy rate

Your revenue drop	How to calculate your rate
Revenue drop > 70%	The maximum subsidy rate of 65%
Revenue drop of 50-70%	(Your revenue drop - 50%) x 1.25 + 40%
Revenue drop < 50%	0.8 x your revenue drop

Calculating your top-up (lockdown

CERS top-up (lockdown support)
25% (fixed top-up rate)
X days the location was locked down due to Covid-19 pandemic
÷ 28 (the days in the CERS period)
= Your top-up (lockdown support) rate

10% Temporary Wage Subsidy for Employers (TWS)

The 10% Temporary Wage Subsidy for Employers (TWS) was a 3-month measure that allowed eligible employers to reduce the amount of payroll deductions they needed to remit to the Canada Revenue Agency (CRA). This only applied to the federal, provincial, or territorial income tax portion of the remittance.

The subsidy was equal to 10% of the remuneration you payed from March 18 to June 19, 2020, up to \$1,375 for each eligible employee. The maximum total was \$25,000 for each eligible employer.

PD27 Self-identification Form for Employers

If you were eligible to receive the TWS, you may need to fill out and submit Form PD27, 10% Temporary Wage Subsidy
Self-Identification Form for Employers, for each of your payroll program (RP) accounts.
The CRA will use the information from your Form PD27 to reconcile the TWS on your payroll program (RP) accounts.

For more information on the Temporary Wage Subsidy please go to: **canada.ca/temporary-wage-subsidy**

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Regist	ered charity						
Eligibl	e Canadian-	controlled private corp	oration (CCPC)				
art C =	Multiple a	ccounts					
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New T4 reporting requirements

For the 2020 tax year, the Canada Revenue Agency (CRA) will be introducing additional reporting for the T4 slip, Statement of Remuneration Paid.

Additional reporting requirements will apply to all employers, and will help the CRA validate payments under the Canada Emergency Wage Subsidy (CEWS), the Canada Emergency Response Benefit (CERB), and the Canada Emergency Student Benefit (CESB).

Please note that employers who have already filed their T4 slips and summary for 2020 will not need to refile.

How to report employment income during COVID-19 pay periods

For the tax year 2020, in addition to reporting employment income in Box 14 or Code 71, use new other information codes when reporting employment income and retroactive payments in the following periods:

- •Code 57: Employment income March 15 to May 9
- •Code 58: Employment income May 10 to July 4
- •Code 59: Employment income July 5 to August 29
- •Code 60: Employment income August 30 to September 26

Eligibility criteria for the CERB, CEWS, and CESB is based on employment income for a defined period. The new requirement means employers should report income and any retroactive payments made during these periods.

Example:

If you are reporting employment income for the period of April 25 to May 8, payable on May 14, use code 58.

Find COVID-19 support and other programs and services

Financial support is available to Canadians during the COVID-19 pandemic, including new benefits and credits and changes to existing ones at: canada.ca/coronavirus

It includes a COVID-19 benefit finder for individuals and also one for businesses.

Find financial help during COVID-19

Here, you'll be asked 7 to 10 questions, one at a time.

Then we'll show you a list of benefits that may help in your situation. It will also have links for more information.

Please answer the questions as an individual, not a household.

Start now

Own a business? Find support for your business.

For more information

CRA web addresses and phone numbers	
Canada's COVID-19 Economic Response Plan	<u>canada.ca/coronavirus</u>
My Account	
E-services	<u>canada.ca/cra-electronic-services</u>
Q & A on CERB and Recovery benefits	
Q & A on CEWS	canada.ca/en/revenue- agency/services/subsidy/emergency-wage-subsidy/cews- frequently-asked-questions
10% TWS	canada.ca/temporary-wage-subsidy
Repay CERB	<u>canada.ca/repay-cerb</u>
CRB, CRSB, CRCB + CEWS	1-833-966-2099
CERB (EI)	1-800-206-7218
Individual enquiries (and to get forms)	1-800-959-8281
Business enquiries & TWS & CERS	<u>1-800-959-5525</u>
Apply CRB, CRSB, CRCB	<u>1-800-959-2019</u> or <u>1-800-959-2041</u>

Are you interested in talking to a Liaison Officer?

To request a virtual one on one visit, register online at

canada.ca/cra-liaison-officer



Questions



Your feedback is important to us!

Please remember to complete our online survey at canada.ca/liaison-officer-service-survey

