



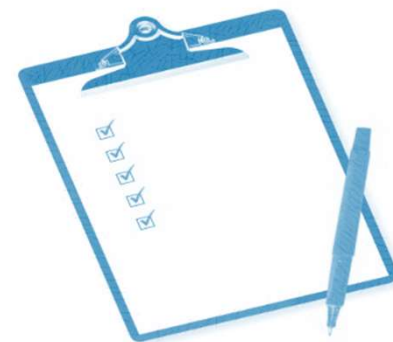
Liaison Officer Service

Informational Seminar for Incorporated Small Businesses

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.

All copyrights and documentation remain the property of Canada Revenue Agency (CRA). Any reproduction, in any form whatsoever is prohibited.



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, Liaison Officer service has expanded to **small incorporated businesses**.

Provides **in-person** guidance, support, and information that will help you be aware of possible deductions and understand 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 professionalism, courtesy and fairness.

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

Objectives



At the end of this session, you will have a basic understanding of these concepts:

1. business structure;
2. general overview of **revenue & expense** concepts;
3. awareness of the **common errors/mistakes** that small businesses make;
4. tips for keeping proper books and records;
5. general overview of **GST/HST**;
6. basic **payroll** information;
7. demonstration of Innovation, Science and Economic Development Canada's **benchmarking tool**;
8. demonstration of available **CRA's online resources & tools**; and
9. answers your tax-related **questions**.

Why Incorporate

When your business is incorporated...

- owned by one or more shareholders
- separate legal entity
- limited liability
- continuous existence
- more complex structure
- need to complete an income tax (T2) return for corporations
- profits and losses stay in the business
- salary and dividends paid to shareholders

Your Business Number and CRA Program Accounts


Corporation requires a **business number**. You can also register for **CRA program accounts**:

123456789	RC/RP/RM/RT	0001
• Business number	• Program identifier	• Reference number

The **most common program accounts** a business may need are:

- GST/HST (**RT**) - if your business collects GST/HST
- payroll deductions (**RP**) - if your business pays employees
- corporation income tax (**RC**) - if your business is incorporated
- import-export (**RM**) - if your business imports goods or sells goods or services abroad

BN



Canada Revenue
Agency

Agence du revenu
du Canada

T2 Corporation Income Tax Return (2020 and later tax years)

200

Code 2001
Protected B
when completed

This form serves as a federal, provincial, and territorial corporation income tax return, unless the corporation is located in Quebec or Alberta. If the corporation is located in one of these provinces, you have to file a separate provincial corporation return. A shorter version of the return, the T2SHORT, is available for eligible corporations.

All legislative references on this return are to the federal Income Tax Act and Income Tax Regulations. This return may contain changes that had not yet become law at the time of publication.

Send one completed copy of this return, including schedules and the General Index of Financial Information (GIFI), to your tax centre. You have to file the return within six months after the end of the corporation's tax year.

For more information see canada.ca/taxes or Guide T4012, T2 Corporation – Income Tax Guide.

Identification

Business number (BN) 001 R C

Corporation's name

002 _____

Address of head office

To which tax year does this return apply?

Tax year start

Year Month Day


060

Tax year-end

Year Month Day

061

SIN



Canada Revenue
Agency

Agence du revenu
du Canada

Protected B when completed

T1
Income Tax and Benefit Return
2020

Before you start:
If you are filling out this return for a **deceased person**, make sure you enter **their information** in all the boxes in Step 1.

Step 1 – Identification and other information

Identification

Print your name and address below.

First name and initial _____

Last name _____

Mailing address: Apt No. – Street No. Street name _____

PO Box _____

RR _____

City _____

Prov./Terr. _____

Postal code _____

ON **8**

Information about you

Enter your social insurance number (SIN): _____

Year Month Day

Enter your date of birth: _____

Your language of correspondence: English Français

Votre langue de correspondance : ☐ ☐

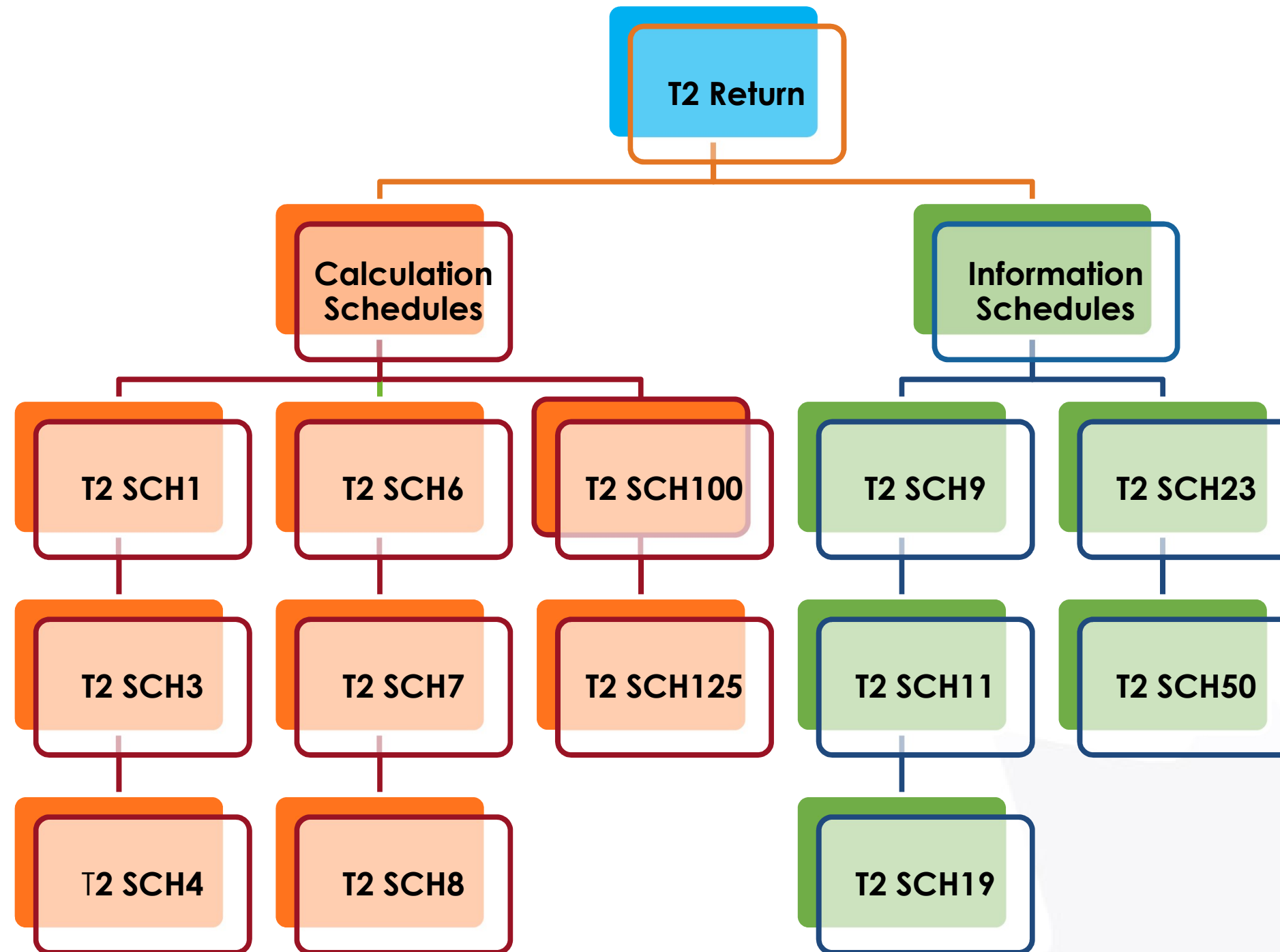
Is this return for a deceased person?

Ensure the **SIN** information above is for the deceased person.

If this **return** is for a _____

Year Month Day

Corporation Tax Schedules



Important Dates for Corporations

	Filing Due Dates	Payment Dates
Corporation	No later than 6 months after the end of each tax year	Generally 2 months after the end of fiscal period
Shareholder	April 30, 2022*	April 30, 2022

**Unless the shareholder has self-employed income, then FILING date would be June 15th*

Filing due dates for T2 examples:

Tax Year-end	Filing Deadline
March 31	September 30
June 30	December 31

Paying Instalments

Pay attention: You will not receive a written notice for instalments.

Generally, corporations have to pay their taxes in instalments when:

- starting their **2nd year in business**
- tax payable **> \$3 000**

Payments are due at the **end** of every **month** or **quarter**.

GST 34 Return

Goods and Services Tax / Harmonized Sales Tax (GST/HST) Return Working Copy

Do not use this working copy to file your return or to make payments at your financial institution.

Name										Business number													
										R T													
Reporting period		Year		Month		Day		to		Year		Month		Day		Due date		Year		Month		Day	
From																							

Working copy (for your records)

► Copy your Business number, the reporting period, and the amounts from the highlighted line numbers in this worksheet to the corresponding boxes in your GST/HST return.

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 period (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 adjustments (add lines 106 and 107) ➔

108		
------------	--	--

Net tax (subtract line 108 from line 105)

109		
------------	--	--

Other credits if applicable

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 other credits (add lines 110 and 111) ➔

112		
------------	--	--

Balance (subtract line 112 from line 109)

113 A		
--------------	--	--

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		
Enter the total amount of other GST/HST to be self-assessed.	405		

Total other debits (add lines 205 and 405) ➔

113 B		
--------------	--	--

Balance (add lines 113 A and 113 B)

113 C		
--------------	--	--

Line 114 and line 115: If the result entered on line 113 C is a negative amount, enter the amount of the refund you are claiming on line 114. If the result entered on line 113 C is a positive amount, enter the amount of your payment on line 115.

114	Refund claimed		
------------	----------------	--	--

115	Payment enclosed		
------------	------------------	--	--

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

1. 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
2. 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

Your books and records must:

- be **reliable** and **complete**;
- **include the information needed** to meet your tax obligations and to calculate your deductions; and
- be **supported** by **documents**.



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 fiscal period to which they relate:

- ✓ Corporations carrying on **a business** or engaged in a **commercial activity**.
- ✓ Corporations 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 corporations who keep records electronically, 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

General Overview – Revenues





Corporations must report all revenues from their business such as:

- products sold (sales)
- services rendered (commissions, fees, etc.)
- subsidies
- rents

Keep in mind that you must report all revenues, regardless of “how” you are paid.

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

General Overview – Revenues

Steps	Methodology
1. Original document 	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ 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, accounting software, etc.).
3. Financial statements	<ul style="list-style-type: none"> ✓ Should include financial statements even if you are filing your return using tax preparation software.

General Overview – Revenues

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



General Overview – Revenues

Example
receipt/invoice:

Invoice #138
to C. Kent

ABC Engineering Inc.

1234 Canada St
Toronto, ON Phone 416-999-9999

INVOICE

SOLD TO:

C. Kent
12 Ottawa Street
London, ON

INVOICE NUMBER 138

INVOICE DATE March 3, 2020

GST/HST NUMBER 123456789

NEW HOME DESIGNS - 345 CANADA AVE - 17 HOURS
@\$185/HR

\$3,145.00

SUBTOTAL
GST/HST
TOTAL

\$3,145.00

\$408.85

\$3,553.85

PAY THIS
AMOUNT

PAYMENT DUE IN FULL UPON RECEIPT

THANK YOU FOR YOUR BUSINESS!

General Overview – Revenues

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

Date	Invoice #	Customer	Source	Subtotal Credit to “Revenue” account	GST/HST ^(13%) Credit to “GST/HST payable” account	Total Debit to “Bank #1234” account
02/07/20	137	H. Pitt Inc.	Cheque	20,000.00	2,600.00	22,600.00
03/03/20	138	C. Kent	Cheque	3,145.00	408.85	3,553.85
04/15/20	139	B. Barrette	VOID	VOID	VOID	VOID
05/21/20	140	J. Patel	Cheque	24,500.00	3,185.00	27,685.00
06/04/20	141	R. Smith	Cash	1,457.00	189.41	1,646.41
07/06/20	142	A. Cooper	Cheque	14,300.00	1,859.00	16,159.00
08/07/20	143	V. Nguyen	Cheque	14,200.00	1,846.00	16,046.00
09/09/20	144	Bold Eng. Inc	Cheque	28,450.00	3,698.50	32,148.50
10/10/20	145	R. Wilson	Cheque	12,400.00	1,612.00	14,012.00
Total				118,452.00	15,398.76	133,850.76

General Overview – Revenues

STEP 3: Recorded to financial statements (invoice #138)

**ABC Engineering Inc.
Statement Of Earnings
Year Ended January 31, 2021**

REVENUE		\$	118,452
COST OF SALES			
Wages and benefits	\$	45,000	
Purchases, materials and sub-contracts		17,660	
			62,660
GROSS MARGIN		\$	55,792
OPERATING EXPENSES			
Vehicle	\$	13,760	
Office supplies		4,244	
Amortization and depletion		2,138	
Repairs and maintenance		854	
Utilities and telephone/telecommunication		1,901	
Rent		7,200	
Interest and bank charges		846	
Professional and business fees		3,200	
Advertising and promotion		1,945	
Insurance		2,535	
Other expenses		967	
			39,590
NET PROFIT BEFORE TAX		\$	16,202

General Overview – Revenues

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

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	118,452.00
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	15,398.70
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 period (add lines 103 and 104) →		105 15,398.70

General Overview – Expenses

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; and
- ✓ **reasonable** in the circumstances.



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

General Overview – Expenses

What if the **corporation pays** the **shareholder's personal expenses**

Examples:

- car
- clothes
- travel
- home repairs
- golf membership fees
- school fees
- grocery
- boat

Impacts:

- expense may not be deductible for corporation; and
- shareholder may be taxed for the benefit.



General Overview – Expenses

What is the correct tax treatment of these items?

1. Salary (bonus)
2. Dividends
3. Loan to shareholder:
 - a) The shareholder must repay the loan to his corporation no later than the end of the following fiscal year.
 - b) Taxable benefit to the shareholder if interest paid to the corporation is less than the prescribed rate.

Note: Always keep in mind that the corporation is a separate legal entity. In other words, shareholders should consider the corporation and themselves as two different pockets!



General Overview – Expenses

Always get **receipts** or **other vouchers** when you buy something for your business.

The receipt or other voucher should show:

- **date** of the purchase;
- **name** and **address** of the **seller** or supplier;
- **name** and **address** of the **buyer**;
- a full **description** of the goods or services; and
- vendor's **business number** if they are a GST/HST registrant.

General Overview – Expenses

Steps	Methodology
1. Original document 	<ul style="list-style-type: none"> ✓ Retain a receipt or voucher for every transaction and maintain for your records. ✓ Original documents also include cash register tapes, purchase invoices, monthly bills, contracts, etc.
2. Expense journal 	<ul style="list-style-type: none"> ✓ 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, accounting software, etc.).
3. Financial statements	<ul style="list-style-type: none"> ✓ Should include financial statements even if you are filing your return using tax preparation software.

General Overview – Expenses

Example
receipt/invoice:

Invoice Date: June 5, 2020

Invoice Number: 19785

Receipt #19785
Willis Office Supplies

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			\$ 279.92
GST/HST			\$ 36.39
TOTAL			\$ 316.31

GST/HST#: 55555 5555

Payable on receipt

General Overview – Expenses

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

Date	Vendor	Payment Source	Subtotal Debit to "Office supplies" account	GST/HST ^(13%) Debit to "GST/HST receivable" account	Total	Credit to "Bank #1234" account	Credit to "Visa #7890" account
02/02/20	Ally's Depot	Visa 7890	148.00	19.24	167.24		167.24
03/01/20	Wholesale Supply Inc	Cheque 401	448.00	58.24	506.24	506.24	
05/06/20	Willis Office Supplies	Ch. account	279.92	36.39	316.31	316.31	
06/15/20	Wholesale Supply Inc	Visa 7890	1,978.00	257.14	2,235.14		2,235.14
07/03/20	Ally's Depot	Visa 7890	500.00	65.00	565.00		565.00
08/27/20	Willis Office Supplies	Visa 7890	889.65	115.65	1,005.30		1,005.30
Total			4,243.57	551.66	4,795.23	822.55	3,972.68

General Overview – Expenses

STEP 3: Recorded to financial statements

Ex: Office Supplies

ABC Engineering Inc. Statement Of Earnings Year Ended January 31, 2021

REVENUE		\$	118,452
COST OF SALES			
Wages and benefits	\$	45,000	
Purchases, materials and sub-contracts		17,660	
			<u>62,660</u>
GROSS MARGIN		\$	<u>55,792</u>
OPERATING EXPENSES			
Vehicle	\$	13,760	
Office supplies		4,244	
Amortization and depletion		2,138	
Repairs and maintenance		854	
Utilities and telephone/telecommunication		1,901	
Rent		7,200	
Interest and bank charges		846	
Professional and business fees		3,200	
Advertising and promotion		1,945	
Insurance		2,535	
Other expenses		967	
			<u>39,590</u>
NET PROFIT BEFORE TAX		\$	<u>16,202</u>

General Overview – Expenses

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

Total GST/HST and adjustments for period (add lines 103 and 104) →		105	15,398,76
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 adjustments (add lines 106 and 107) →		108	
Net tax (subtract line 108 from line 105)		109	

Expense	GST/HST Paid
Office supplies	551.66
Vehicle	?
Office expenses	?
Computer purchase	?
Total ITCs	????

Common Income Tax Errors Made by Incorporated Small Businesses

1. Unreported/Underreported income

2. Over claimed:

- office expenses
- motor vehicle expenses
- advertising and promotion expenses
- utilities expenses
- professional fees

3. Taxable benefits not being calculated

Common Reasons For Potential Errors

- Overlooked reporting of **secondary** or **other sources of income**.
- **Revenues** of the corporation **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 input tax credits (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).
- When **personal use** of **business assets** (e.g. motor vehicle) or personal expenses paid by the incorporated business (e.g. travel, meals), **taxable benefits are not calculated** when it should be.
- **Lack** of **tax knowledge** or **tax rules** (that is, amounts claimed that are limited by tax legislation – meals and entertainment, taxable benefits calculation, etc.).



Office Expenses

If the corporation pays a rent to the shareholder for business use of a commercial space, make sure the amount is reasonable (fair market value).

Impacts:

Incorporated Business

Amount paid for rent is considered an **EXPENSE**.



Office Rent Cost

Annual rent	7,200
GST/HST (13%)	936
Total	8,136

Shareholder

Rent received is considered a **REVENUE** (minus expenses related to earn the rental income).



Expenses

Electricity	Property taxes
Heat	Insurance
Maintenance	Mortgage inter. / rent

Non-exhaustive lists

Office Expenses

Recorded to GST 34 return

Total GST/HST and adjustments for period (add lines 103 and 104) →		105	15,398.76
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 adjustments (add lines 106 and 107) →		108	
Net tax (subtract line 108 from line 105)		109	

Expense	GST/HST Paid
Office supplies	551.66
Vehicle	?
Office expenses	936.00
Computer purchase	?
Total ITCs	????

Motor Vehicle Expenses

DOCUMENTATION REQUIRED

- Detailed logbook: **date**, **destination**, **purpose** and number of **kilometres** driven
 - ✓ Record of the odometer reading of each vehicle at the start of the fiscal period.
- All receipts (gas, insurance, repair, etc.)

Possibility of using the simplified logbook method

Motor Vehicle Expenses



Types of vehicles

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.

Vehicle definition

Refer to the following chart for help in determining what type of vehicle you have for income tax purposes. The chart applies only to vehicle you buy or lease after June 17, 1987, and use to earn business income. The chart does not cover every type of vehicle made, but it does cover the main types of vehicle.

Vehicle definition chart

Type of vehicle	Seating (includes driver)	Business use in year bought or leased	Vehicle definition
Coupe, sedan, station wagon, sports car, or luxury car	1 to 9	1% to 100%	passenger
Pick-up truck used to transport goods or equipment	1 to 3	more than 50%	motor
Pick-up truck (other than above)	1 to 3	1% to 100%	passenger
Pick-up truck with extended cab used to transport goods, equipment, or passengers	4 to 9	90% or more	motor
Pick-up truck with extended cab (other than above)	4 to 9	1% to 100%	passenger
Sport utility vehicle used to transport goods, equipment, or passengers	4 to 9	90% or more	motor
Sport utility vehicle (other than above)	4 to 9	1% to 100%	passenger
Van or minivan used to transport goods or equipment	1 to 3	more than 50%	motor
Van or minivan (other than above)	1 to 3	1% to 100%	passenger
Van or minivan used to transport goods, equipment, or passengers	4 to 9	90% or more	motor
Van or minivan (other than above)	4 to 9	1% to 100%	passenger

Motor Vehicle Expenses

Different circumstance, different calculation

Situation 1

- Employee or shareholder who uses his personal vehicle for business use.

Situation 2

- The corporation provides a vehicle to its employee or shareholder.

Motor Vehicle Expenses

Situation 1: Employee or shareholder who uses his personal vehicle for business use

The motor vehicle expenses for business use are deductible for the corporation

AND

the amount paid by the corporation is not taxable for your employees if considered to be **reasonable**.



If you pay your employees a reasonable rate per kilometer.

For **2022**, they are:

- ✓ **61¢** per kilometre for the **first 5,000** kilometres driven; and
- ✓ **55¢** per kilometre driven **after that**.

If you reimburse your employees the actual expenses incurred.

❖ **T4130 Employers' Guide - Taxable Benefits and Allowances**

Motor Vehicle Expenses

Situation 2: The corporation provides a vehicle to its employee or shareholder

The motor vehicle expenses for business use are deductible for the corporation

AND

a taxable benefit has to be included in the employee's or shareholder's income.

ONLY IF

the vehicle is available and personal use is possible.

Note: Only if the shareholder is considered an employee and uses the motor vehicle for business related trips. If not, then motor vehicle expenses are non deductible for the corporation.

Motor Vehicle Expenses

Recorded to GST 34 return

Total GST/HST and adjustments for period (add lines 103 and 104) →		105	15,398,76
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 adjustments (add lines 106 and 107) →		108	
Net tax (subtract line 108 from line 105)		109	

Expense	GST/HST Paid
Office supplies	551.66
Vehicle	0
Office expenses	936,00
Computer purchase	?
Total ITCs	????

Capital Cost Allowance (CCA)

- 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).



Capital Cost Allowance (CCA)

	Current expenses	Capital expenses
Definition	Recurring expenses that provide a short-term benefit.	Expense that procures a long term advantage.
Treatment	Cost is deducted in full from your gross business income in the year you incur it.	Cost is spread out over several years according to the capital cost allowance (CCA) class.
Example	The cost of repairs your business makes to keep an asset in the same condition as it was when acquired, such as painting the exterior of a building.	Putting vinyl siding on the exterior walls of a wooden building.

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	Motor vehicles 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).
14.1	5	Goodwill, franchises, concessions, or licences for an unlimited period
50	55	General-purpose electronic data-processing equipment (commonly called computer hardware) and systems software for that equipment.

Capital Cost Allowance (CCA)

PURCHASE OF A COMPUTER IN 2020

Cost: \$2,000

Class: 50

CCA Rate: 55%

Business usage: 75%



Maximum deduction for **2020**:

$$\underline{\$1,500} \times 55\% \times \frac{1}{2}^* = \$413$$

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 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.

Capital Cost Allowance (CCA)

Recorded to GST 34 return

Total GST/HST and adjustments for period (add lines 103 and 104) →		105	15,398.76
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	12,775.26	
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 adjustments (add lines 106 and 107) →		108	12,775.26
Net tax (subtract line 108 from line 105)		109	2,623.50

Expense	GST/HST Paid
Office supplies	551.66
Vehicle	0
Office expenses	936.00
Computer purchase	260.00
...All the other taxable expenses	11,027.60
Total ITCs	12,775.26

Note: If there is a personal use of corporate property, a taxable benefit may be calculated.

❖ **T4130 Employers' Guide - Taxable Benefits and Allowances**

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)

Capital Cost Allowance (CCA) New Rules

PURCHASE OF A COMPUTER IN 2020

Cost: \$2,000
Class: 50
CCA Rate: 55%
Business usage: 75%



Maximum deduction for **2020**:

$$\underline{\$1,500} \times 55\% \times 1\frac{1}{2}* = \$1,237.50$$

Maximum deduction for **2021**:

$$(\$1,500 - \$1,237.50) \times 55\% = \$144.38$$

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.

***Accelerated Investment Incentive:** claim up to one-and-a-half times the allowable deduction on eligible property 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

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.

General Expenses - Allowable Portion

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 taxation year: <ul style="list-style-type: none"> 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 - Allowable Portion

Expense	Deductible	Non-Deductible
3. Travel	Reasonable travel expenses you incur to earn business income. These include: <ul style="list-style-type: none">• transportation fares• hotel• meals (in most cases, the 50% limit applies)	Unreasonable travel expense (i.e. personal use, spouse, children, vacation vs. business portion, etc.)
4. Salaries	Reasonable expense	Unreasonable portion of the expense

Common GST/HST Errors Made by Small Businesses

- Not collecting or remitting the GST/HST on sales when required
- Failing to register and collect/remit GST/HST on sales after surpassing the small supplier threshold
- Claiming an input tax credit (ITC) in error or without proper documentation
- Electing to use the quick method of accounting, but still claiming the ITC
- Charging the incorrect amount of GST/HST based on the place of supply rules

GST/HST

- Generally, the corporation **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.

Small Supplier

Example 1

What happens if the corporation exceeds the \$30,000 limit in one particular quarter?

First quarter (January 1 to March 31, 2021)	\$2,000
Second quarter (April 1 to June 30, 2021)	\$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 cease immediately to be a small supplier 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.

Small Supplier

Example 2

What happens if the corporation exceeds the \$30,000 limit in two consecutive quarters?

First quarter (January 1 to March 31, 2021)	\$25,000
Second quarter (April 1 to June 30, 2021)	\$25,000
Total revenues for 2 consecutive quarters	\$50,000

In this example, the corporation 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 2021) provided you don't go over \$30,000 in that one month.

Start collecting GST/HST

- ✓ in August 2021 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 the corporation exceeds the \$30,000 limit in four consecutive quarters?

Second quarter (April 1 to June 30, 2020)	\$2,000
Third quarter (July 1 to September 30, 2020)	\$10,000
Fourth quarter (October 1 to December 31, 2020)	\$12,000
First quarter (January 1 to March 31, 2021)	\$8,000
Total revenues for 4 consecutive quarters	\$32,000

In this case, corporation ceases to be a small supplier at the end of the month following the first quarter (end of April 2021), as you exceeded the \$30,000 limit in the last four consecutive calendar quarters.

Start collecting GST/HST

- ✓ In May 2021, 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.

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.	<ul style="list-style-type: none"> 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 <u>rate of 0%</u> . <ul style="list-style-type: none"> Basic groceries Prescription drugs Exports 	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Most health/medical services Many education services Child care services 	<ul style="list-style-type: none"> 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 – 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
More than \$1,500,000 up to \$6,000,000	Quarterly	Monthly
More than \$6,000,000	Monthly	-

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.
3. Employers **fail to report or incorrectly report taxable benefits** such as bonuses, commissions, vehicle allowances or personal living expenses.

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

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.



For example, if other businesses in your revenue quartile spend 8% of their revenue on advertising and promotion and your business spends 4%, you may consider boosting spending for your business in this area.

Benchmarking

Benchmark Tool

With **Financial Performance Data** you can :

- view financial data based on industry averages; and
- include your incorporated business income statement and balance sheet information in the report.

Government of Canada / Gouvernement du Canada

Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Business and industry → Research and business intelligence → Financial performance data

Financial Performance Data

Update: 2016 data for the revenue range of \$5,000,000 to \$20,000,000 is now available.

Create a report to view financial performance data by industry

[Create a report](#)

With Financial Performance Data you can view financial data based on industry averages, with an option to include your own income statement and balance sheet information in the report.

REVENUES AND EXPENSES	
Total revenue	100.0
Cost of sales	
Wages and salaries	
Purchases, less discounts	

PROFITABLE vs NON-PROFITABLE BUSINESSES	
Profitable	
Percent of total	

FINANCIAL RATIOS	
Interest coverage ratio	

Popular reports | Overview | Related sites and Information

Contractors

- [Residential buildings](#)
- [Plumbing and heating](#)
- [Electrical](#)
- [Carpentry](#)
- [Painting](#)

Food services and accommodations

- [Full service restaurants](#)
- [Fast food](#)
- [Caterers](#)
- [Drinking places](#)
- [Hotels and motels](#)

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

CRA's Online Services

My Business Account

Employees and representatives can access an account on behalf of their employer or business clients. See [Represent a Client](#).

Business owners (including partners, directors, and officers) can access their GST/HST, payroll, corporation income taxes, excise taxes, excise duties and other levies accounts online. [What can I do on My Business Account?](#)

Choose from one of two ways to access My Business Account:

Option 1 – Using one of our Sign-In Partners

Log in or register with the same sign-in information you use for other online services (for example, online banking).

[Sign-In Partner Login / Register](#)

[► View list of Sign-In Partners](#)

Option 2 – Using a CRA user ID and password

Log in with your CRA user ID and password, or register.

[CRA login](#)

[CRA register](#)

Help and FAQs

[CRA user ID and password](#)

[Sign-in Partners](#)

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

Benefits of My Business Account

Manage corporation income tax

- Transmit a return
- View return status
- View return balances
- Account balance and activities
- Manage address
- Calculate your instalment payments and view their due dates
- Enquiries service

Manage GST/HST account

- File or adjust a return
- File or view elections
- Account balance and activities
- Instalment payment calculator

Manage payroll account

- File a return or view return status
- Provide a nil remittance
- View account balance, remitting requirements and account transactions
- Request a refund
- Request a CPP/EI ruling, etc.

And also

- My Payment
- Preauthorized debit
- View direct deposit transactions
- Manage representatives, addresses, direct deposit and online mail
- Contract Payments (T5018)

CRA's Online Services

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 [Pay by credit card](#) or [PayPal](#).

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

- Visa®  Debit
- Debit MasterCard® 
- *Interac*® 

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

Pay now

❖ Go to canada.ca/payments

CRA's Online Services


Mobile Apps

**CRA BizApp**
[Web](#)

CRA BizApp is a mobile web application for small business owners and sole proprietors. The application offers secure access to make payments, view accounting transactions, and more.

**CRA Business Tax Reminders**
[iOS](#) | [Android](#) | [BlackBerry](#)

Business Tax Reminders is a tool for businesses to create custom reminders and alerts for key due dates related to instalment payments, tax returns, and remittances.

**MyBenefits CRA**
[Web](#)

MyBenefits CRA is a mobile web app for individual benefit recipients that lets you quickly view your benefit and credit payment details and eligibility information.

**MyCRA**
[Web](#)

MyCRA is a mobile web app for individuals that lets you securely access key portions of your tax information and pay your tax balance owing.

❖ Go to canada.ca/cra-mobile-apps

CRA's Online Services

CRA Multimedia library

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

Follow:       



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 tax-filing 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: Financial support for businesses

- Wage and Hiring Support
- Rent and Property Expenses Support
- Highly Affected Sectors Credit Availability Program (HASCAP)

COVID-19 wage and hiring support for businesses

As an employer in Canada who has seen a drop in revenue during the COVID-19 pandemic, you may be eligible for a subsidy to cover part of the wages you pay employees. This subsidy will enable you to re-hire workers, help prevent further job losses, and ease your business back into normal operations.

For each applicable claim period, eligible employers can claim one of the following, whichever gives the highest amount:

- ✓ Tourism and Hospitality Recovery Program (THRP) – Wage
Effective: October 24, 2021, to May 7, 2022
- ✓ Hardest-Hit Business Recovery Program (HHBRP) – Wage
Effective: October 24, 2021, to May 7, 2022
- ✓ Canada Recovery Hiring Program (CRHP)
Effective: June 6, 2021, to May 7, 2022
- ✓ Canada Emergency Wage Subsidy (CEWS)
Effective: March 15, 2020, to October 23, 2021

Many of the eligibility and calculation rules for the wage subsidy under the THRP and the HHBRP are the same as they were for the CEWS.

COVID-19 rent and property expense support for businesses

As a business, non-profit organization, or charity in Canada who has seen a drop in revenue during the COVID-19 pandemic, you may be eligible for a subsidy to cover part of your commercial rent or property expenses.

Depending on the period you are applying for, you may be eligible to claim your commercial rent or property expenses through one of the following:

- ✓ Tourism and Hospitality Recovery Program (THRP) – Rent
Effective: October 24, 2021, to May 7, 2022
- ✓ Hardest-Hit Business Recovery Program (HHBRP) – Rent
Effective: October 24, 2021, to May 7, 2022
- ✓ Canada Emergency Rent Subsidy (CERS)
Effective: September 27, 2020, to October 23, 2021

Many of the eligibility and calculation rules for the rent subsidy under the THRP and the HHBRP are the same as they were for the CERS.

If you are eligible for a base rent subsidy, you may also be eligible for a top-up if your business location is significantly affected by a public health restriction for a week or more.

Highly Affected Sectors Credit Availability Program (HASCAP)

Helping hardest-hit businesses access additional financing on more flexible terms

Some businesses, such as those in tourism and hospitality, have been more heavily impacted as a result of COVID-19 and are struggling more than others to access financing. This is why BDC will provide 100% guarantees of up to \$1 million to help qualifying businesses finance day-to-day business operating costs.

Who can apply

If you are a Canadian business that needs additional cash flow to cover operational costs, you may be eligible for the HASCAP Guarantee through your financial institution.

Qualifying businesses must:

- have been financially stable and viable pre-COVID;
- have received payments either from the Canada Emergency Wage Subsidy (CEWS) Program or the Canada Emergency Rent Subsidy (CERS) Program by having demonstrated a minimum 50% revenue decline for at least three months (not necessarily consecutive) within the eight-month period prior to the date of a HASCAP Guarantee application.

How it works

BDC has been mandated by the Government of Canada to provide a guarantee to your financial institution for 100% of the value of your loan, to help you access additional liquidity and cover operating costs, as follows:

- loans ranging from \$25,000 to \$1 million to qualifying businesses;
- low-interest loans and repayment terms of up to 10 years;
- up to a 12-month postponement on principal repayments at the start of the loan.

How to apply

Contact your primary financial institution to find out whether the HASCAP Guarantee is a good choice for your business and how to apply for a loan.

For more information visit
bdc.ca/HASCAP

Business owners can apply for support until March 31, 2022 (extended)

Government assistance programs for the self employed

You may have received federal, provincial, or territorial government program assistance that was provided for self employed individuals, businesses, farmers, or fishers. You are responsible for reporting the amount of assistance received when you file your income tax return.

Government assistance income is taxable and will either be included in business, farming or fishing income or, if you elect, will reduce your business, farming or fishing expenses. You may also have received a government loan. The loan itself is not taxable. However, any part of the loan that is forgivable is taxable in the year in which the loan is received.

Examples of assistance:

- Canada Emergency Business Account (CEBA)
- Temporary 10% wage subsidy (TWS)
- Mandatory Isolation Support for Temporary Foreign Workers Program (MISTFWP)
- Northern Business Relief Fund (NBRF)

COVID-19: Financial support for individuals

- Canada Worker Lockdown Benefit (CWLB)
- Canada Recovery Sickness Benefit (CRSB)
- Canada Recovery Caregiving Benefit (CRCB)

Canada Worker Lockdown Benefit (CWLB)

The Canada Worker Lockdown Benefit (CWLB) gives temporary income support to employed and self-employed people who cannot work due to a COVID-19 lockdown.

The CWLB is only available when a COVID-19 lockdown order is designated for your region.


If you are eligible for the CWLB, you can receive \$300 (\$270 after taxes withheld) for each 1-week period. You may apply for any weeks your region is eligible between October 24, 2021 and May 7, 2022.

The CWLB is administered by the Canada Revenue Agency (CRA).

Canada Recovery Sickness Benefit (CRSB)

The Canada Recovery Sickness Benefit (CRSB) gives income support to employed and self-employed individuals who are unable to work because they are sick or need to self-isolate due to COVID-19, or have an underlying health condition that puts them at greater risk of getting COVID-19. The CRSB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRSB, you can receive \$500 (\$450 after taxes withheld) for a 1-week period.

If your situation continues, you will need to apply again. You may apply for up to a total of **6 weeks** between September 27, 2020 and **May 7, 2022.** 

Canada Recovery Caregiving Benefit (CRCB)

The Canada Recovery Caregiving Benefit (CRCB) gives income support to employed and self-employed individuals who are unable to work because they must care for their child under 12 years old or a family member who needs supervised care. This applies if their school, regular program or facility is closed or unavailable to them due to COVID-19, or because they are sick, self-isolating, or at risk of serious health complications due to COVID-19. The CRCB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRCB, your household can receive \$500 (\$450 after taxes withheld) for each 1-week period.

If your situation continues, you will need to apply again. Each household may apply for up to a total of 44 weeks between September 27, 2020 and May 7, 2022. **New**

Benefits Finder

Answer a few questions to show you a list of benefits that may help in your situation. It will also have links for more information.

For Businesses:

You can also find [financial help for yourself](#).


×

Business Benefits Finder


Find the right programs and services,
whether you're starting out or scaling up.

—

We just need a few details to find your best matches.
Tell us your story.

I'm looking for type of support  for my business.

Sign in



For Individuals:

Find financial help during COVID-19

Here, you'll be asked 6 to 8 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](#).

81

Tools and resources related to Covid-19

- Changes to taxes and benefits: CRA and COVID-19
 - Outlines changes to the CRA's services, due dates and programs at: canada.ca/en/departement-finance/economic-response-plan
- CRA's Charlie the chatbot
 - Answers general questions on tax filing and COVID-19 tax relief measures at: canada.ca/en/revenue-agency.html
- Innovation, Science and Economic Development Canada (ISED) – Support for your business
 - Interactive webpage that provides a list of services, subsidies, aids and supports at: innovation.ised-isde.canada.ca
- Export Development Canada (EDC) www.edc.ca
 - Lists resources developed by the government and Crown corporations
 - Explains the sectoral and regional economic fallout in Canada

For more information

CRA web addresses and phone numbers

Canada's COVID-19 Economic Response Plan	canada.ca/en/department-finance/economic-response-plan
My Account	canada.ca/my-cra-account
E-services	canada.ca/cra-electronic-services
Questions and Answers on the Canada Recovery Benefit	canada.ca/en/services/benefits/ei/cerb-application/transition/questions
Frequently asked questions - Canada emergency wage subsidy (CEWS)	canada.ca/en/revenue-agency/services/subsidy/emergency-wage-subsidy/cews-frequently-asked-questions
Individual enquiries (Account specific questions about the Canada emergency response or recovery benefits and to get forms)	1-800-959-8281
Business enquiries (Information about COVID-19 benefits for Businesses, eligibility requirements, calculating the benefit, or how to apply)	1-800-959-5525
CRA's business subsidy payment arrangement line	1-833-615-2087
Service Canada - EI	1-800-206-7218

Are you interested in talking to a Liaison Officer?

To request a virtual visit
by phone or videoconference,
register online at

canada.ca/cra-liaison-officer



Questions



Your Feedback is Important to Us!

Please remember to complete our survey.



Thank you!