



10% Temporary Wage Subsidy Self-identification Form for Employers

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

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

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

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

Election

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

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

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

How to submit your form

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

Newfoundland and Labrador NVCC
Post Office Box 12071 Station A
St John's NL A1B 3Z1
Fax number: **709-772-6677**

Surrey NVCC
9755 King George Boulevard
Surrey BC V3T 5E1
Fax number: **604-585-5774**

Shawinigan NVCC
4695 Shawinigan-Sud Boulevard
Shawinigan-Sud QC G9P 5H9
Fax number: **819-536-5031**

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

Pay Period		Deductions and Contributions					
From	To	Gross remuneration per pay period	Income tax deducted	Canada Pension Plan contributions	Employment Insurance premiums	Wage subsidy claimed (\$)	Wage subsidy claimed (%)
Total							

Note: You can reduce your current payroll remittance of federal and/or provincial, or territorial income tax only by the amount of the subsidy. If the eligible wage subsidy calculated is more than the income tax deducted, you can deduct this amount from the income tax portion of future remittances. If you are requesting that the CRA pay the remaining subsidy to you, please write this request in the additional comments section.

Additional comments

Note: You can use this section to provide more details on how you applied the subsidy to each pay period or why you have not reduced your remittances.

Part E – Certification and attestation (this must be completed by the employer or authorized officer)

Provide the contact information of the person completing this form. We may contact this person if we need more information or clarification to complete the adjustment on the eligible employer. Make sure the authorized officer or employer signs this form to validate the information provided.

I, _____, certify that the information given on this form and in any attached document is correct and complete, and I attest that:

Print name

- (1) I have examined the requirements for the TWS.
- (2) I understand that if I have made a calculation error and failed to remit the required Canada Pension Plan contributions, Employment Insurance premiums and income tax to the Canada Revenue Agency (CRA) by the required due date, that the CRA may issue a notice of assessment that may include penalties and interest on this amount.
- (3) If the employer or an authorized officer has not signed the certification and attestation section, with complete and valid contact information, the CRA will delay or cancel processing the form.

Date

Signature of employer or authorized officer

Position or office

Telephone number

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