

CEBA SELF-SERVICE APPLICATION STATUS GUIDE

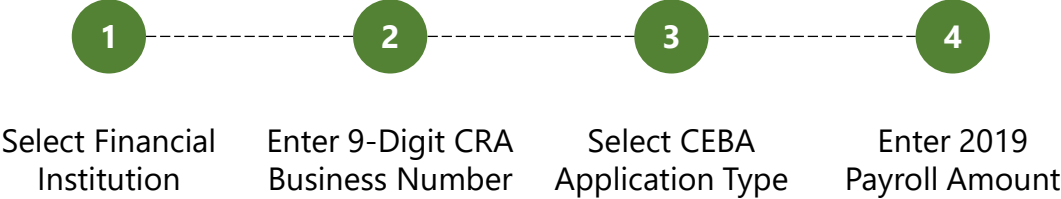


OVERVIEW OF CHECKING YOUR APPLICATION STATUS

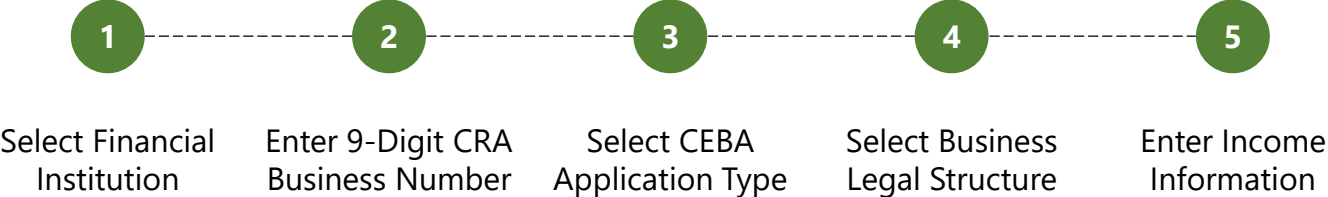
DEPENDENDING ON YOUR APPLICATION TYPE, CHECKING THE STATUS OF YOUR CEBA APPLICATION REQUIRES COMPLETING 4 TO 6 ACTIONS

APPLICATION TYPE INFORMATION REQUIRED TO CHECK APPLICATION STATUS

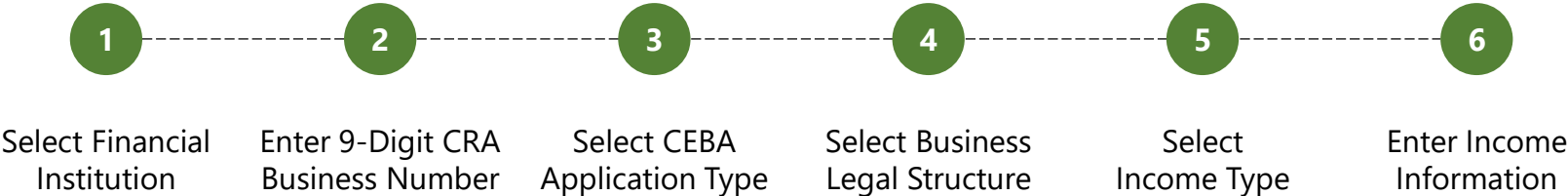
PAYROLL APPLICANTS



NON-DEFERRABLE EXPENSE APPLICANTS WITH AN INCORPORATED BUSINESS



NON-DEFERRABLE EXPENSE APPLICANTS WITH AN UNINCORPORATED BUSINESS



THE FIRST THREE QUESTIONS ARE STANDARD FOR ALL APPLICANT TYPES

1

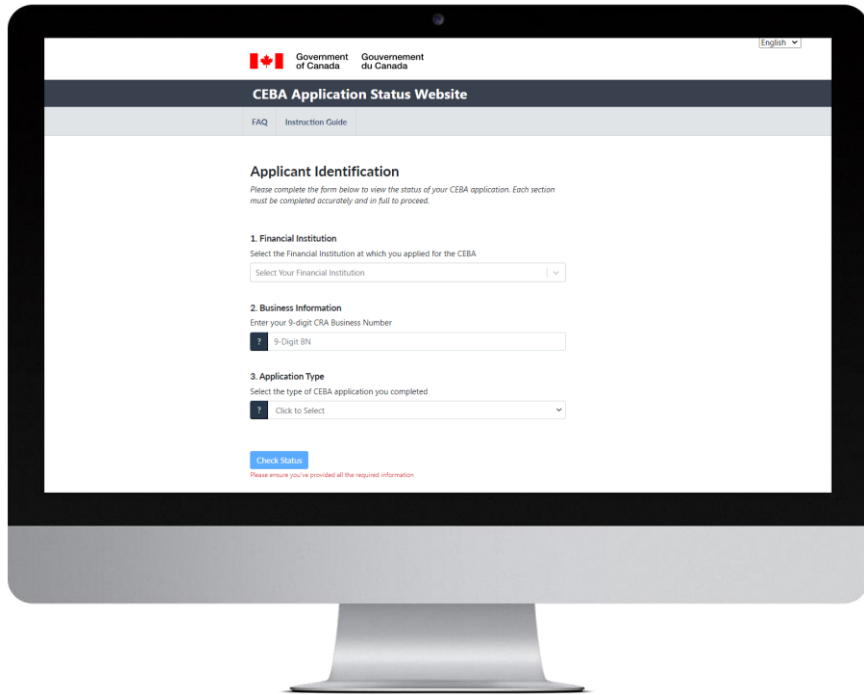
Select Financial Institution

2

Enter 9-Digit CRA Business Number

3

Select CEBA Application Type

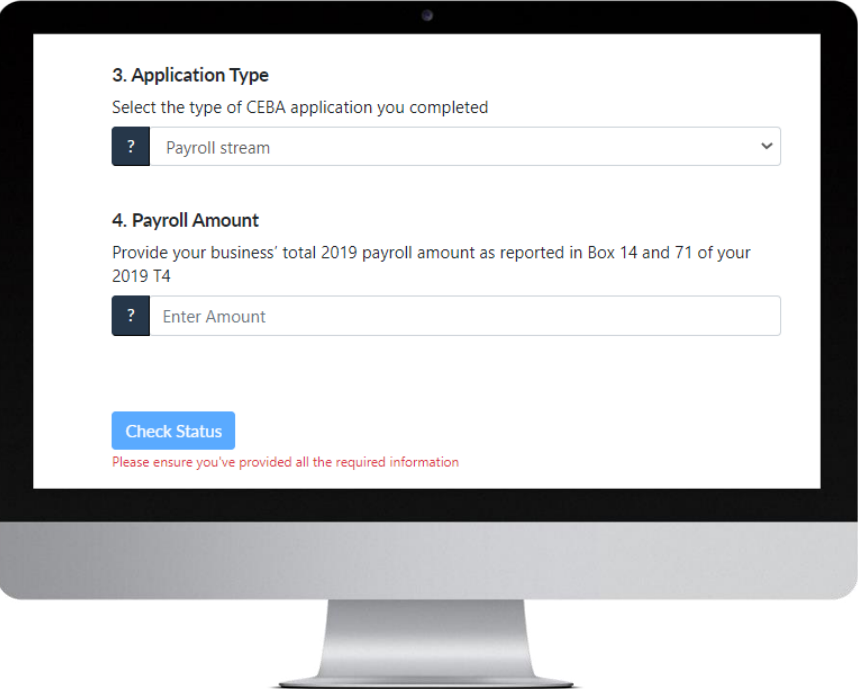
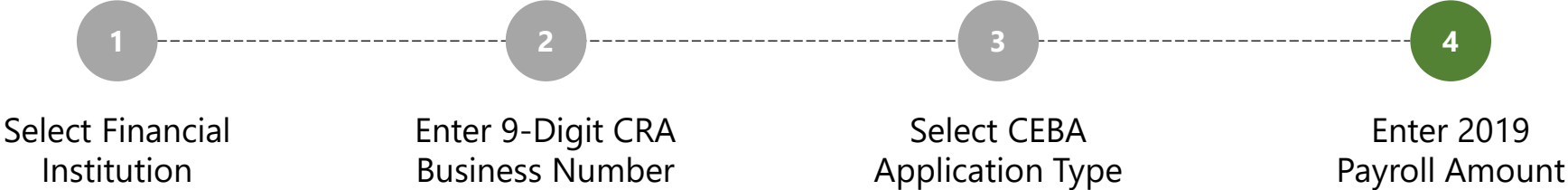


Question	Tips To Successfully Complete The Questions
1. Financial Institution	Select the Financial Institution where you submitted your CEBA application
2. Business Information	Enter your 9-digit business number. A business number is a unique, 9-digit number – the standard identifier for businesses. It is unique to a business or legal entity. It is required for any business registered with the Canada Revenue Agency (CRA) – see here for a link to learn more about what a business number is
3. Application Type	<p>Select the type of CEBA application you completed at your Financial Institution. There are two types of CEBA applications, see below for the details of each type.</p> <p>Payroll stream:</p> <ul style="list-style-type: none"> • Has total employment income paid to employees in 2019 greater than \$20,000 and less than \$1,500,000 <p>Non-Deferrable Expense stream:</p> <ul style="list-style-type: none"> • Has total employment income paid to employees in 2019 less than or equal to \$20,000 • Has 2020 eligible non-deferrable expenses between \$40,000 - \$1,500,000



PAYROLL APPLICANTS

PAYROLL APPLICANTS MUST PROVIDE THEIR PAYROLL INFORMATION TO CHECK THEIR STATUS

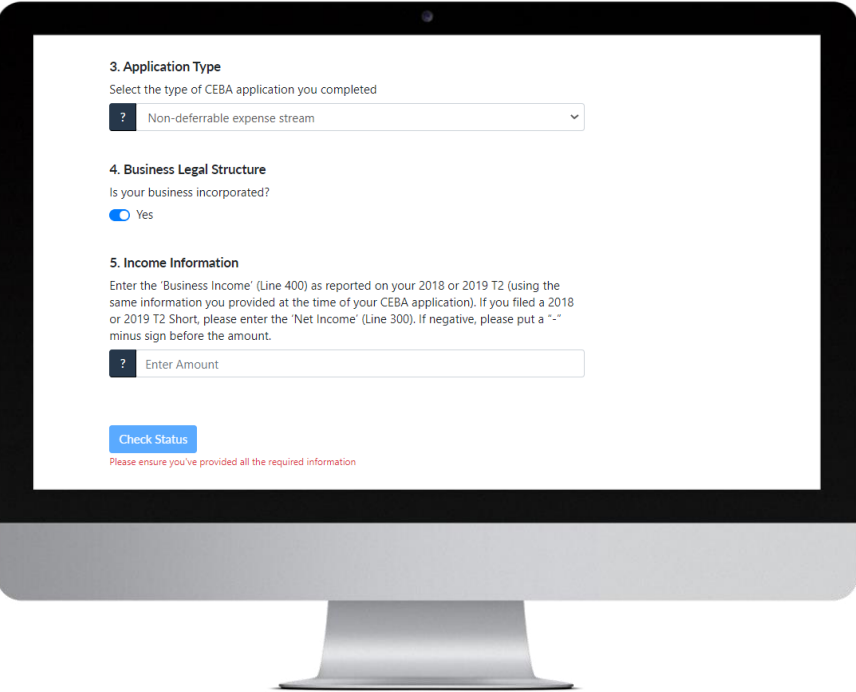
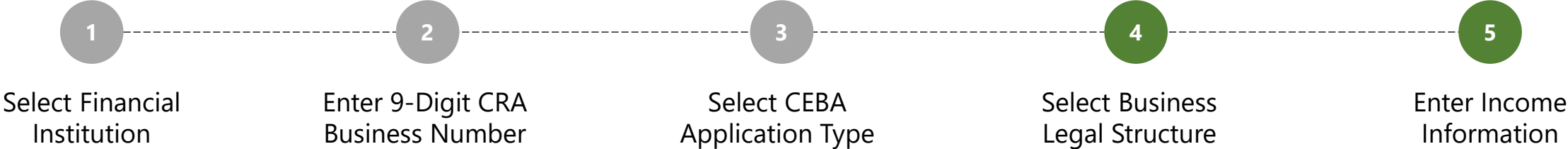


Question	Tips To Successfully Complete The Question
<p>4. Payroll Information</p>	<ul style="list-style-type: none"> • Provide your business' total 2019 payroll amount as reported in Box 14 and 71 of your 2019 T4 • Your 2019 payroll is the sum of all employment income paid reported in Box 14 of your 2019 T4SUM statement and all employment income reported in Box 71 of T4 statements issued to all your employees for 2019 • You would have provided your 2019 payroll amount to your Financial Institution as part of the CEBA application process



NON-DEFERRABLE EXPENSE APPLICANTS WITH AN INCORPORATED BUSINESS

NON-DEFERRABLE EXPENSE APPLICANTS THAT ARE INCORPORATED MUST PROVIDE THEIR T2 OR T2 SHORT INCOME INFORMATION TO CHECK THEIR STATUS

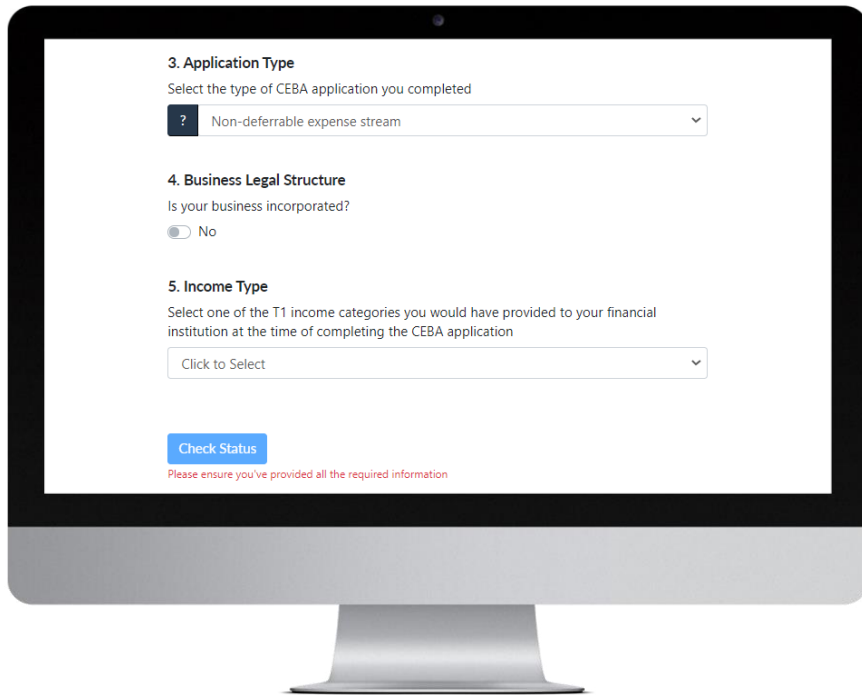
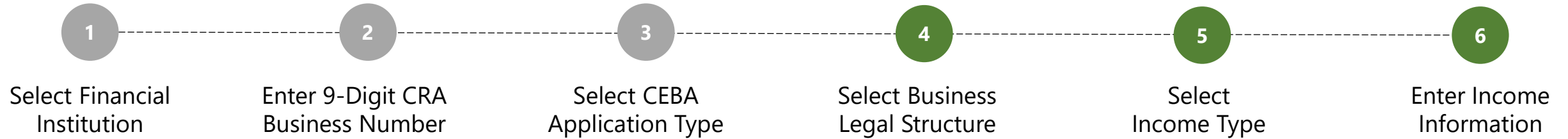


Question	Tips To Successfully Complete The Questions
<p>4. Select Business Legal Structure</p>	<ul style="list-style-type: none"> • Select "Yes" on the toggle to indicate that your business is incorporated • Upon selecting "Yes", the toggle will turn green
<p>5. Enter Income Information</p>	<ul style="list-style-type: none"> • Enter the Net Business Income on Line 400 of your 2018 or 2019 T2 – whichever was provided to your Financial Institution at the time of your CEBA application • If your business completed a T2 Short rather than a T2, enter the Net Income on Line 300 of the 2018 or 2019 T2 Short – whichever was provided to your Financial Institution at the time of your CEBA application • If your income is negative, then please put "-" before the amount in order to indicate a negative value



NON-DEFERRABLE EXPENSE APPLICANTS WITH AN UNINCORPORATED BUSINESS

NON-DEFERRABLE EXPENSE APPLICANTS THAT ARE UNINCORPORATED MUST PROVIDE THEIR T1 INCOME INFORMATION TO CHECK THEIR STATUS



Question	Tips To Successfully Complete The Questions
4. Select Business Legal Structure	<ul style="list-style-type: none"> Select "No" on the toggle to indicate that your business is unincorporated Upon selecting "No", the toggle will turn green
5. Select Income Type	<ul style="list-style-type: none"> IMPORTANT: you must select a T1 income type that was provided to your Financial Institution at the time of your CEBA application
6. Enter Income Information	<ul style="list-style-type: none"> Enter the corresponding income amount based on the income type selected in the previous question Ensure that the amount you enter for the T1 income field matches the value on the form – you would have provided this information to your Financial Institution at the time of your CEBA application If your income is negative, then please put "-" before the amount in order to indicate a negative value Refer to the following list of where to find relevant T1 income information: <ul style="list-style-type: none"> Net Business Income (Line 135 / 13500) Net Professional Income (Line 137 / 13700) Net Commission Income (Line 139 / 13900) Net Farming Income (Line 141 / 14100) Net Fishing Income (Line 143 / 14300)