



TIPS FOR THE CERS PROCESS

BEFORE YOU APPLY, YOU NEED TO:

1. Have a CRA - My Business Account - [GO HERE](#)
2. Up to Date Taxes filed through CRA (Your 2019 or 2018 income taxes filed)

PLEASE NOTE

THIS INFORMATION IS COMING FROM OUR PERSONAL EXPERIENCE (BUSINESSES HELPING BUSINESSES) - WE ARE OPEN TO MORE FEEDBACK IF WE HAVE MISSED SOMETHING!

STEP 1 & 2 - Calculate your Subsidy

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Canada Emergency Rent Subsidy (CERS) Calculate your subsidy amount

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- [How the subsidy is calculated](#)
- [Before you start the calculation](#)
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How the subsidy is calculated

The CERS provides both a base subsidy and, in some cases, a lockdown support amount.

- ▶ How much you may claim
- ▶ Calculating your base rent subsidy rate
- ▶ Calculating your top-up (lockdown support) rate
- ▶ Lockdown support eligibility criteria

Sections

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- [Periods you can apply for](#)
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Technical

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WHICH MEANS YOU NEED....

- To know if you are [Eligible](#)
- Have your monthly revenues for 2020- 2019
- Your [Eligible Expenses](#)
- If your business has affiliated businesses or entities

1. ADD CLAIM PERIOD

1 Claim period

* Select the period you are claiming for (required)

Period 1: September 27, 2020, to October 24, 2020

Summary of Step 1

Claim period is: Period 1: September 27, 2020, to October 24, 2020

2 Affiliated businesses, charities, and non-profits (affiliated eligible entities)

You and any affiliated businesses, charities, and non-profit organizations (affiliated entities) are only eligible for the CERS base subsidy amount on a combined maximum of \$300,000 in eligible expenses.

▶ Find out if you have affiliated entities

Do you have affiliated entities that are also applying for CERS for this claim period?

Yes

No

AND 2. CLAIM AFFILIATES

1 Claim period

* Select the period you are claiming for (required)

Period 1: September 27, 2020, to October 24, 2020

Summary of Step 1

Claim period is: Period 1: September 27, 2020, to October 24, 2020

2 Affiliated businesses, charities, and non-profits (affiliated eligible entities)

You and any affiliated businesses, charities, and non-profit organizations (affiliated entities) are only eligible for the CERS base subsidy amount on a combined maximum of \$300,000 in eligible expenses.

▶ Find out if you have affiliated entities

Do you have affiliated entities that are also applying for CERS for this claim period?

Yes

No

STEP 3 - CALCULATE YOUR REVENUE CHANGE

3 Calculate your rent subsidy rate

The amount of your base rent subsidy rate is determined by your revenue drop.

▶ Compare the baseline revenue options

Which baseline revenue comparison option will you use for this claim?

Make your selection...



You must use the same option for all future CERS claims.

If you have also claimed the CEWS, you must use the same method you used for the base CEWS for periods 5 or later.

Summary of Step 3

- Your **current period revenue drop** is 0%
- Your **previous period revenue drop** is 0%

Because the higher of these revenue drops is 0%, your rate is calculated as 0.

Your rent subsidy rate is 0%

A. COMPARE 2019 MONTH WITH CLAIM MONTH

OR

B. USE YOUR AVERAGE OF JANUARY AND FEBRUARY 2020

A. COMPARE 2019 MONTH WITH CLAIM MONTH

B. USE YOUR AVERAGE OF JANUARY AND FEBRUARY 2020

Enter your eligible revenue for the following months

[Eligible revenue](#) ⓘ

Do not include spaces, commas, or a dollar sign

2019 revenue

September 2019 \$ 0.00

October 2019 \$ 0.00

2020 revenue

September 2020 \$ 0.00

October 2020 \$ 0.00

Update your revenue drop

Summary of Step 3

- Your **current period revenue drop** is 0%
- Your **previous period revenue drop** is 0%

Because the higher of these revenue drops is 0%, your rate is calculated as 0.

Your rent subsidy rate is 0%

Enter your eligible revenue for the following months

[Eligible revenue](#) ⓘ

Do not include spaces, commas, or a dollar sign

January 2020 \$ 0.00

February 2020 \$ 0.00

September 2020 \$ 0.00

October 2020 \$ 0.00

- You were in business for all 60 days of January and February 2020 (not seasonally affected or beginning operations during that period)

Update your revenue drop

Summary of Step 3

- Your **current period revenue drop** is 0%
- Your **previous period revenue drop** is 0%

Because the higher of these revenue drops is 0%, your rate is calculated as 0.

STEP 4 - BUSINESS LOCATION & LOCKDOWN SUPPORT

ENTER YOUR BUSINESS ADDRESS & IDENTIFY IF YOU OWN OR RENT THIS PROPERTY

A. IF YOU RENT....

B. IF YOU OWN....

Do you rent or own this property?

Rent
 Own

Are your rent and any rental income for this location paid monthly?

Yes - calculate monthly ▾

i If you use this monthly option, all expense payments must be in respect of the calendar month.

Monthly eligible expenses for September 2020
Do not include spaces, commas, or a dollar sign

Rent

\$

from 2020-09-01 to 2020-09-30

Rental income

\$

from 2020-09-01 to 2020-09-30

Monthly eligible expenses for October 2020

Rent

\$

from 2020-10-01 to 2020-10-31

Rental income

\$

from 2020-10-01 to 2020-10-31

Do you rent or own this property?

Rent
 Own

Eligible expenses for the claim period

Do not include spaces, commas, or a dollar sign
Adjust your amounts for the CERS period (28 days) option if your expense payment periods don't align with the monthly or yearly options.

Property taxes

Select an expense period ▾ \$

Select an expense period first

Property insurance

Select an expense period ▾ \$

Select an expense period first

Interest on commercial mortgages

Select an expense period ▾ \$

Select an expense period first

Rental income

Select an expense period ▾ \$

Select an expense period first

NOTE

LOCKDOWN QUALIFICATIONS

ONLY EXIST IF YOU ARE MANDATED BY PUBLIC HEALTH TO CLOSE DURING THE CLAIM PERIOD (SEPTEMBER 27TH - OCTOBER 24TH - THIS CLAIM PERIOD)

THE NOVEMBER - DECEMBER CLAIM PERIOD

YOU WILL BE ABLE TO APPLY FOR LOCKDOWN SUPPORT IF YOU WERE MANDATED TO CLOSE DOWN BY PUBLIC HEALTH AS OF NOVEMBER 23RD 2020

Calculate your lockdown support rate

Does the location qualify for lockdown support?

▶ [Learn about lockdown support eligibility criteria](#)

Yes

No

Lockdown support rate summary

You do not qualify for lockdown support. To qualify, the location must have been closed or significantly reduced due to a COVID-19 related public health order for **1 week or longer**.

STEP 5 - CALCULATE YOUR RESULTS

**YOUR RESULTS MAY LOOK SOMETHING LIKE THE
EXAMPLE IMAGE BELOW...**

Canada Emergency Rent Subsidy (CERS) amount to claim

Print and keep this record using the print preview button below.

The line amounts you will need to complete your application for **Period 1: September 27, 2020, to October 24, 2020** of the CERS in your online CRA account:

- **Line 110:** Number of eligible properties: **1**
- **Line 120:** Total eligible rent: **\$3,176.34**
- **Line 130:** Total eligible property taxes: **\$0.00**
- **Line 140:** Total eligible property insurance: **\$0.00**
- **Line 150:** Total eligible interest on commercial mortgages: **\$0.00**
- **Line 160:** Total qualifying rent expenses: **\$3,176.34**
- **Line 200:** Revenue drop for the current period: **70.00%**
- **Line 210:** Revenue drop for the previous period: **70.00%**
- **Line 310:** Lockdown support (subsidy top-up): **\$0.00**
- You will need to include these location addresses in your application:
 - 160 baldwin Ave unit 10, toronto, ON, M5T3K7

Period 1: Summary of CERS calculation

Affiliated entity percentage	N/A
Maximum expenses that can be claimed for the base subsidy (Line 170: Lesser of line 160 or \$300,000 or \$300,000 x Affiliated entity percentage)	\$3,176.34
Rent subsidy rate	X 65.00%
Base Canada Emergency Rent Subsidy (Line 300)	= \$2,064.62
Lockdown support (subsidy top-up) amount (Line 310)	+ \$0.00
Total Canada Emergency Rent Subsidy (Line 300 + Line 310)	\$2,064.62

You are now ready to **print these amounts** so you can enter them into your rent subsidy application. The data is not saved on this page. **If you leave this page without printing you will need to enter your information again.**

 [Print preview \(or save to PDF\)](#)

IMPORTANT FOR NEXT STEPS!!

YOU NEED TO SAVE THIS INFORMATION TO APPLY THROUGH THE CRA - MY BUSINESS ACCOUNT

STEP 6 - APPLY WITH YOUR RESULTS THROUGH CRA

WHICH MEANS YOU NEED TO...

1. To have a CRA - My Business Account - [GO HERE](#)
2. SCROLL to the bottom of your “My Business Account”
3. Register for a CERS number
4. You will be given a number - (which is automatically generated)
5. REFRESH your home page
6. A new option with the CERS application page should be available
7. INPUT all your information from STEP 5
8. You will know the application is made when you get a confirmation email

NEED MORE SUPPORT?

[THE CFIB](#) - is having training sessions for CERS applications as well, which may be more credible. Although registration is FULL and you have to be a member to access the recording and be part of the tutorial. If we gain access to this recording we will share it with our BIA members

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