



# Temporary Wage Subsidy for Employers ("TWSE") Tax Adjustment Form

## CLIENT INFORMATION

Co Code \_\_\_\_\_ Company Name \_\_\_\_\_ Next Scheduled Pay Date: \_\_\_\_\_

\*1 Form per Company Code, per Payroll Run

**CASE NUMBER (if provided)** \_\_\_\_\_

**IMPORTANT NOTE:** On March 25, 2020, the *COVID-19 Emergency Response Act* (the "Act") was passed. The Act sets out the requirements for eligible employers relative to the Temporary Wage Subsidy for Employers (TWSE), including how they are expected to calculate the applicable TWSE for each pay date. The formulas set out in the Act include variables (i.e., prescribed amounts and prescribed percentage), that are not yet known, and are to be prescribed in regulation(s). As at **9:00 a.m. on April 6, 2020**, the relevant regulation has not been published. As a result, the calculations you make and the instructions you provide to ADP are based on variables listed on the Canada Revenue Agency website (last updated on March 30, 2020), which may change, once the regulation is published. You acknowledge and understand that additional adjustments may be required to your account relative the TWSE once the regulation is published.

## DEBIT REDUCTION DETAILS

<b>TAX ID 1 #</b>		<b>TAX ID 2 #</b>	
_ _ _ _ _ - _ _ _ _  <b>RP</b>  _ _ _ _ _		_ _ _ _ _ - _ _ _ _  <b>RP</b>  _ _ _ _ _	
Total CRA Federal Income Tax deducted from payroll	\$	Total CRA Federal Income Tax deducted from payroll	\$
CRA Tax Remittance Reduction Claimed	\$	CRA Tax Remittance Reduction Claimed	\$
<b>TAX ID 3 #</b>		<b>TAX ID 4 #</b>	
_ _ _ _ _ - _ _ _ _  <b>RP</b>  _ _ _ _ _		_ _ _ _ _ - _ _ _ _  <b>RP</b>  _ _ _ _ _	
Total CRA Federal Income Tax deducted from payroll	\$	Total CRA Federal Income Tax deducted from payroll	\$
CRA Tax Remittance Reduction Claimed	\$	CRA Tax Remittance Reduction Claimed	\$

Details: (if applicable) \_\_\_\_\_

ADP will process your request for a reduction of federal tax, provincial (except Quebec) and territorial income tax that has been calculated for your employees and reduce remittances to the CRA ("CRA Tax Remittance Reduction Claimed"), in accordance with your instructions captured in this Tax Adjustment Form.

It is your responsibility to confirm that you are eligible for the TWSE and calculate/confirm the amount of the income tax remittances you are able to claim as a TWSE, in accordance with the requirements under the COVID-19 Emergency Response Act (the "Act").



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It is also your responsibility to ensure that the CRA Remittance Reduction Claimed does not exceed the maximum TWSE amount you are able to claim, or the Total CRA Federal Income Tax deducted in the applicable payroll period.

If your request relates to a past Pay Date during the period of March 18, 2020 to June 19, 2020, please note that ADP will only be able to reimburse the taxes deducted if those amounts have not been remitted to the CRA. If those amounts have already been remitted, they would need to be claimed directly by you from the CRA.

By signing this Tax Adjustment Form, Client authorizes ADP to complete the CRA Tax Remittance Reduction in connection with the applicable payroll period and in accordance with the Client instructions captured in this form, and acknowledges and agrees that it is solely responsible for determining its eligibility for the TWSE and for the calculation of the CRA Tax Remittance Reduction it is claiming in accordance with the Act.

\_\_\_\_\_  
CLIENT NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## ADP INTERNAL USE ONLY

\_\_\_\_\_  
SUBMITTED BY (NAME & EXT.)

\_\_\_\_\_  
PROCESSED BY (NAME & DATE)

Once completed and signed please email this Tax Adjustment Form to your assigned Payroll Team.

If you do not have the ability to print, sign and return the form, please include in the email that attaches the completed Tax Adjustment Form the following sentence: "I authorize ADP to complete the CRA Tax Remittance Reduction in accordance with the terms and instructions captured in the attached Tax Adjustment Form".