



## Wage Subsidy & Payroll Checklist

In order to receive the wage subsidy payment, you must submit the following forms:

- Complete and submit an SDF Placement Form for **each employee**
- Complete and submit an Employer Reimbursement Form (Schedule G) for **each employee**
- Complete and submit the Electronic Transfer Form (EFT)
- Review your SDF Employer Registration Form

You must also submit the following supporting documentation:

- Payroll records to support the information in the Schedule G
- Void check that reflects the information in the Electronic Transfer Form

## Payroll Records Checklist:

You must provide payroll records in the form of a payroll register (payroll detail report) or all paystubs for each employee claim. Regardless of if your payroll records are from accounting software such as Sage or QuickBooks, or if they are made in excel or hand-written, **the following information must appear on the payroll records provided:**

- |  |   |
|--|---|
| <input type="checkbox"/> Payroll period  | <input type="checkbox"/> Vacation pay                     |
| <input type="checkbox"/> Date the employee was paid  | <input type="checkbox"/> Deductions (CPP, EI, Income Tax) |
| <input type="checkbox"/> Method in which the employee was paid (cheque, e-transfer, auto-deposit, etc.) <ul style="list-style-type: none"><li><input type="checkbox"/> Record the cheque number, and/or e-transfer confirmation number</li></ul> | <input type="checkbox"/> Bonuses paid (if applicable)     |
| <input type="checkbox"/> Wage (ex: \$16/hour)  | <input type="checkbox"/> Tips (if applicable)             |
| <input type="checkbox"/> Gross pay   | <input type="checkbox"/> Room & board (if applicable)     |
|  | <input type="checkbox"/> Meals (if applicable)            |
|  | <input type="checkbox"/> Benefits (if applicable)         |
|  | <input type="checkbox"/> Sick pay (if applicable)         |
|  | <input type="checkbox"/> Uniforms (if applicable)         |
|  | <input type="checkbox"/> Net pay                          |

### IMPORTANT NOTES:

If payroll records do not show the information listed above, the employer will be asked to provide additional supporting information and documentation by a Tourism Skills Net representative.



The Tourism Skills Net team will do their best to assist operators during the wage subsidy process to ensure they receive the support they need to make the wage subsidy process go smoothly and to ensure operators receive their funds.