

Thinking of applying to the Canada United Small Business Relief Fund (CUSBRF) Program?

To help you apply we have put together a check list of all the documents and information you will need to properly apply. Please note that failing to provide us with this information might result in your application being rejected so it is very important you read this document carefully. Please do not start an application unless you have all the information noted below readily available.

We would like to know a little bit about your company and so you'll need to provide the following information:

1. Your **Operating Name**. Your operating name is the name you use in your day-to-day activities and to advertise your business.
2. Your **Legal Entity Name**. If you registered your business under a different name, we need to know the name you registered under. This includes numbered corporations.
3. Your **Number of employees**. These include full and part time as well as contract employees.
4. Your **Annual sales or revenue** for Fiscal year 2019.
5. Your **BN Number**. A business number is a nine-digit number the Canada Revenue Agency (CRA) assigns your business or non-profit as a tax ID. It is unique to your organization and is used when dealing with the federal government and certain provincial governments.
6. If you are registered for GST/HST we will need your **GST/HST number**. If you need to verify your GST/HST number please visit: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/confirming-a-gst-hst-account-number.html>.
7. Your **Date of incorporation or business registration**
8. If your business has a head office, we will need the **full address of your company's head office**.
9. Verify your business has **\$1,000,000 of commercial general liability insurance**. This insurance certificate must be valid until March 31st, 2021.
10. If your business is receiving **other public funds** that are being used to support the activities outlined in your application? If so, we need to know about it, please have the details of the additional funding ready.

The Canada United Program is a **reimbursement program**, we can only cover expenses already incurred by your company on or after March 15, 2020. To verify these expenses, we will need the following information:

1. What eligible expenses are you submitting for reimbursement? You will be required to provide us with an itemized list of all items. Before starting the application process make a list of all the items or services you purchased as well as the dates they were purchased.
2. To verify that you have purchased these items we are asking that you provide us with proof of purchase in the form of either a cashier's receipt or an official invoice marked "paid." These invoices must be provided by the company you purchased items or services from.
Note: we cannot accept internal accounting documents.

3. Proof of purchase must clearly show the name of the item, the cost of the item, the quantity of the item and the date of purchase.
4. The proof of purchase documents must be legible and submitted in either JPG or PDF format. Please have your documents scanned and ready before applying.