

How to submit a valid Proof of Business Registration and valid Proof of Purchase?

Contents

| | |
|--|----|
| A. Introduction | 1 |
| B. Submitting a valid proof of business registration | 2 |
| C. Submitting a valid proof of purchase | 3 |
| I. Submitting a valid cashier's receipt or invoice | 4 |
| II. Submitting a valid proof of payment for purchases paid with: | |
| a. Debit or Credit card | 8 |
| b. Cheque | 12 |

A. Introduction

The objective of this document is to provide additional information to applicants of the Canada United Small Business Relief Fund, assisting them in identifying what the program considers a valid proof of business registration and valid proof of purchase for eligible costs and expenses.

Please consult the [program guidelines](#) to ensure the eligibility of your company to this fund, and the eligibility of the items claimed.

The following sections presents a list of examples of what is considered as valid documentation by the program, and some examples of invalid documents, therefore, that will not be processed. Please, be mindful that this list is **not exhaustive**.



ATTENTION!

- Only documents in English or French will be accepted.
- All documents must be legible and submitted in either JPG or PDF format.

B. Submitting a valid proof of business registration

To meet the program requirements the company must submit a business registration document **AND** the company's sales tax (GST/HST) registration/sales tax (GST/HST) filing.

- To be accepted, the company's sales tax (GST/HST) registration OR sales tax (GST/HST) filing **MUST be recent** (2019/2020).
- All documents **must** show official stamp, logo or other official identifying details from issuing agency.
- Handwritten documents **will not** be accepted.

Example of valid GST/HST document:

1. CONTACT INFORMATION

2. STATEMENT DATE INFORMATION

2019/2020


3. YOUR CURRENT BALANCE

4. YOUR CURRENT BALANCE

Examples of valid business registration document:

① a cashier's receipt or e-receipt¹.

OR



INVOICE + Proof of Payment²

1. e-receipts are accepted up to \$500 of eligible expenses, beyond that amount additional proof of purchase is required
2. Examples of Proof of payment: credit card statement, e-transfer, bank statement, wire transfer, cancelled cheque from a financial institution (For more details see **section C. II.** of this document)


I. Submitting a valid cashier's receipt or invoice

Please, make sure to submit documents that clearly state **at least** the following information:

- ① Supplier's name
- ② Purchase date
- ③ Clear description of the service/items with quantities and breakdown of the price

Company name
Example invoice

Acme 87 Queen Street
4161234567 Hamlet, Ontario
N2R2R2
Canada

1 → 

Billed To
Aden Matchett
Vandelay Group
123 Main Street
Townsville, Ontario
M4L2DY

Date of Issue
06/03/2020

Invoice Number
0000005

Due Date
07/03/2020

2 →

Amount Due (CAD)
\$5,500.00

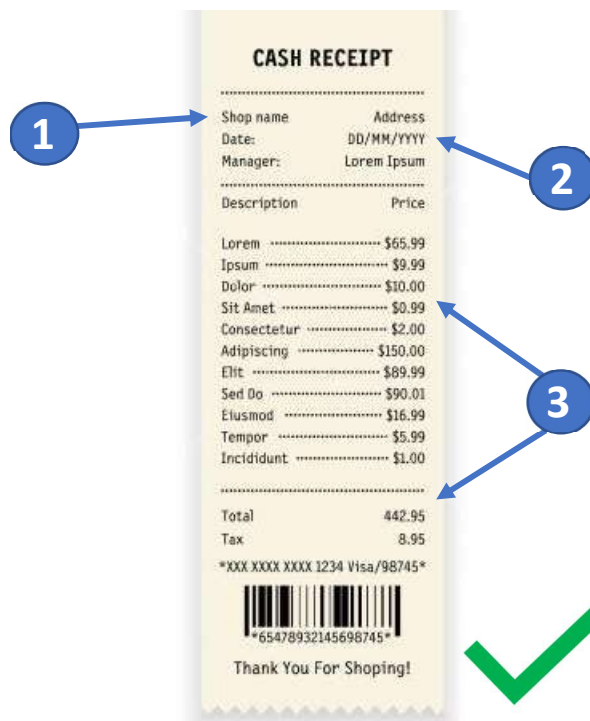
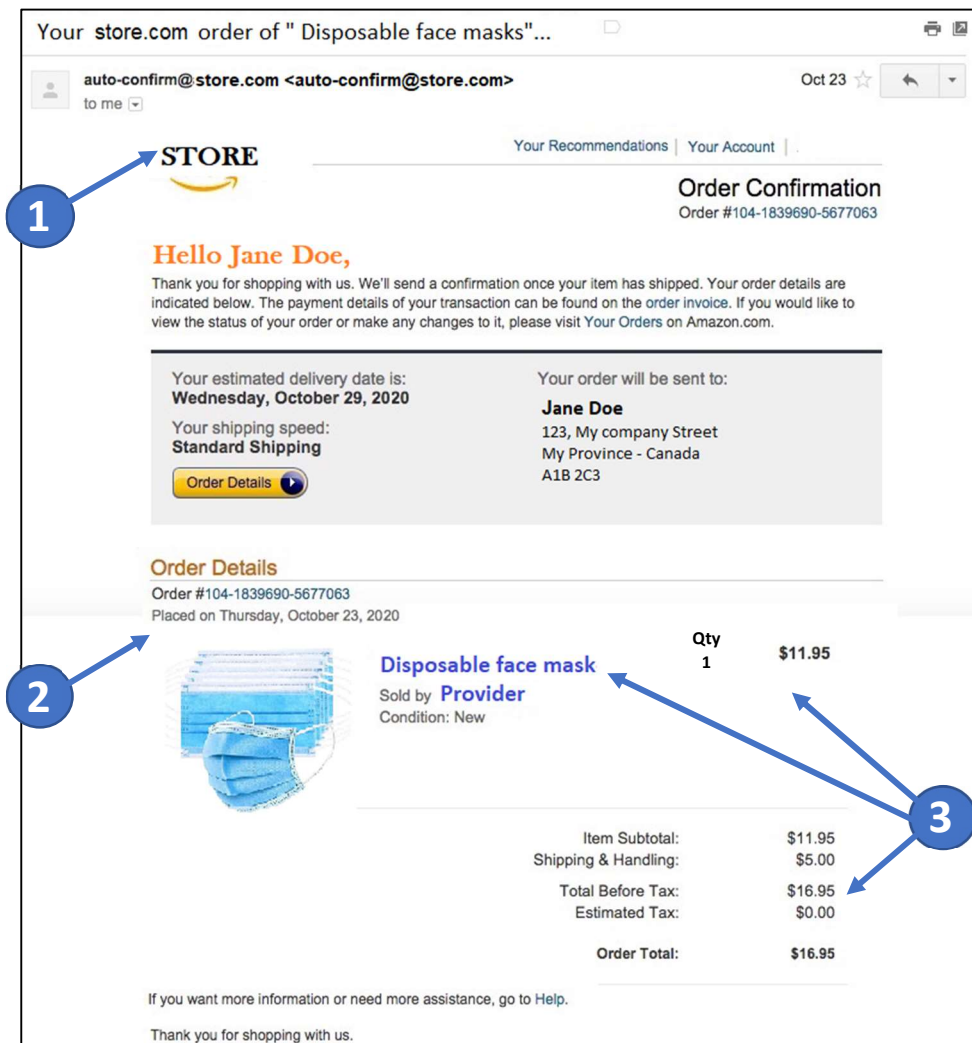
| Description | Rate | Qty | Line Total |
|------------------|------------|-----|------------|
| Project | \$5,000.00 | 1 | \$5,000.00 |
| Expenses | \$500.00 | 1 | \$500.00 |
| Subtotal | | | 5,500.00 |
| Tax | | | 0.00 |
| Total | | | 5,500.00 |
| Amount Paid | | | 0.00 |
| Amount Due (CAD) | | | \$5,500.00 |

3 →

→ If submitting documentation that includes multiple purchases, highlight/make clear the eligible expense noted in the application.

→ Highlight the corresponding payment transaction if you are submitting bank statements as proof of payment.

Other examples of **VALID** cashier's receipt or invoice:



Examples of **INVALID** cashier's receipt or invoice:

- **Illegible** receipt/invoice **will not** to be processed.

ARI ET WORLD
WOOD-LAMINATE-TILE

11 Loop
New Braunfels
PHONE (000) 624-0000

☐ CREDIT MEMO ☐ POLICY ADJUSTMENT
☐ G ☐ S ☐ W

3-108

NAME: Paula Mae PURCHASE DATE: 12-28-2017
ADDRESS: 1780 E. Highway 604 JOB ADDRESS: Same
CITY: Waco, TX ZIP: 76782 CITY: _____ ZIP: _____
HOME PHONE: 817-609-0172 ALT. PHONE: _____ JOB APPROVAL: _____ E-MAIL: _____

SOLD BY: A.M. TERMS: Net 30

PRICES GOOD FOR 14 DAYS
SUBJECT TO ERROR CORRECTION

SUBJECT TO ACTUAL MEASUREMENTS ON SITE

| ACTUAL QUANTITY | DESCRIPTION | PRICE | MATERIAL AMOUNT | LABOR AMOUNT |
|-----------------|---|-------|-----------------|--------------|
| 1 | 1/2" x 1/2" x 1/2" - 1/2" x 1/2" x 1/2" | 24.00 | 24.00 | 0.00 |
| 1 | 1/2" x 1/2" x 1/2" - 1/2" x 1/2" x 1/2" | 30.00 | 30.00 | 0.00 |
| 1 | 1/2" x 1/2" x 1/2" - 1/2" x 1/2" x 1/2" | 30.00 | 30.00 | 0.00 |
| 1 | 1/2" x 1/2" x 1/2" - 1/2" x 1/2" x 1/2" | 30.00 | 30.00 | 0.00 |

CASH RECEIPT NO. _____ FINANCE CO. _____ SUB-TOTALS: 24.00 30.00 30.00

Purchaser acknowledges receipt of the Term & Conditions on the Customer Copy. The Customer has received this agreement and understands all the terms contained in this agreement, contained herein front and back of this receipt. These Terms and Conditions are subject to change without notice. Please ask your salesperson for more details.

Seller: Paula Mae

Purchaser(s): _____ SALES

ILLEGIBLE

- Cropped receipts/invoice, or full documents with **missing essential information will not** be processed. (Again, be sure the document includes the supplier's name, purchase date, and the description of items with quantities and breakdown of the price)

RECEIPT Date: _____ No. 00234

Received From: Jane Doe Amount: \$ 52.00

Amount: fifty-two and 00/100 Dollars

For Payment of: PPEs

From: _____ to: _____ Paid by: ☒ Cash ☐ Check No. _____ ☐ Money Order

Received By: [Name] JM
[Address] _____
[Phone] _____

Account Amt: _____
This Payment: _____
Balance Due: \$ 0.00

Receipt Template by Vertex42.com

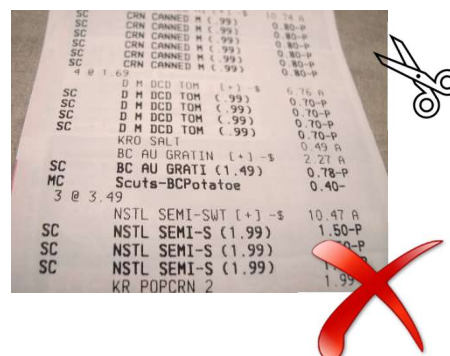
No date

No items description

No quantities

No breakdown of prices

No supplier's name



- Cropped receipt
- No date
- No clear supplier's name

- Internal accounting documents marked paid **will not** to be accepted.

Cheque Inquiry Report

Generated On: 2020-10-26 09:08 AM ET by RDCK

| Account | Cheque Number | Amount | Date | Status |
|-------------------------|---------------|----------|------------|-------------|
| 119 0292 - TELINC - CAD | 144 | 234.55 | 2020-04-03 | Paid |
| 119 0292 - TELINC - CAD | 145 | 1,082.67 | 2020-04-08 | Paid |
| 119 0292 - TELINC - CAD | 146 | 413.91 | 2020-04-24 | Paid |
| 119 0292 - TELINC - CAD | 147 | 1,017.53 | 2020-05-01 | Paid |
| 119 0292 - TELINC - CAD | 148 | 384.02 | 2020-04-30 | Paid |
| 119 0292 - TELINC - CAD | 149 | 8,422.77 | 2020-05-13 | Paid |
| 119 0292 - TELINC - CAD | 150 | | | Outstanding |
| 119 0292 - TELINC - CAD | 151 | 370.80 | 2020-05-07 | Paid |
| 119 0292 - TELINC - CAD | 152 | 287.44 | 2020-05-07 | Paid |
| 119 0292 - TELINC - CAD | 153 | 388.05 | 2020-05-22 | Paid |

I. Submitting a valid proof of payment for purchases paid with:

a. Debit or Credit Card

To provide a valid proof of payment for purchases paid with debit or credit card, please, submit either a cashier's receipt **OR** an invoice accompanied by the bank statement or credit card statement.

Example of **VALID** proof of payment:



Supplier
[Street Address], [City, ST ZIP Code]
[Phone: 555-555-5555] [Fax: 123-123-123456]
[abc@example.com]

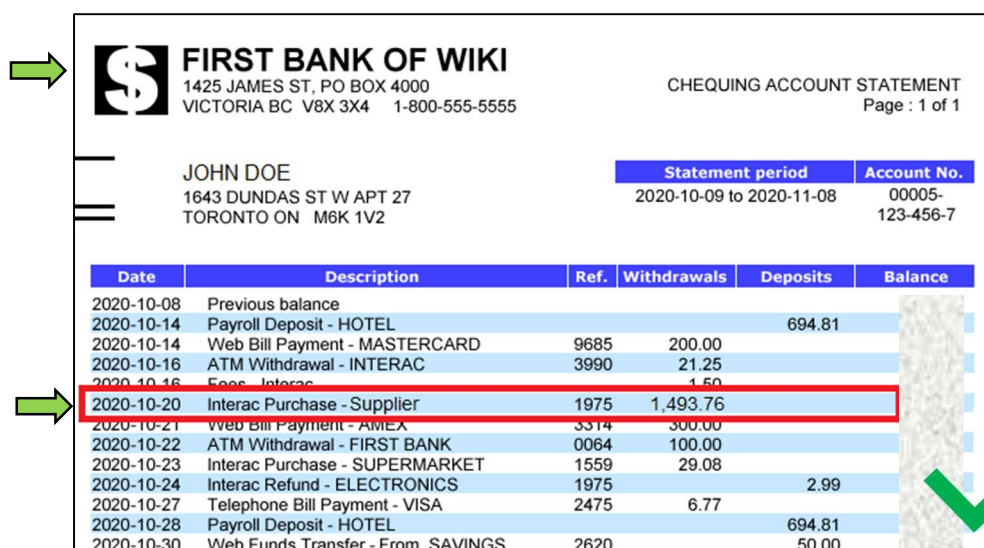
INVOICE

Invoice Num: 239876
Invoice Date: 20 - 10 - 2020

Billed To:
My company

| Description | Price | Quantity | Extension |
|---|------------|----------|---------------|
| MP-50 box of 50 disposable procedure masks, standard size, for non-medical use, certified GB/T 32610-2016 and tested ASTM F2100 level | 14,99 \$CA | 40 | 599,60 \$ |
| MPL-50 box of 40 disposable procedure masks, large size, for non-medical use, certified GB/T 32610-2016 and tested ASTM F2100 level 1. | 17,49 \$CA | 40 | 699,60 \$ |
| Sub Total: | | | 1,299.20 \$CA |
| Tax: | | | 194.56\$CA |
| Total Due: | | | 1,493.76 \$CA |

Thank You for Your Business!

FIRST BANK OF WIKI
1425 JAMES ST, PO BOX 4000
VICTORIA BC V8X 3X4 1-800-555-5555

CHEQUING ACCOUNT STATEMENT
Page : 1 of 1

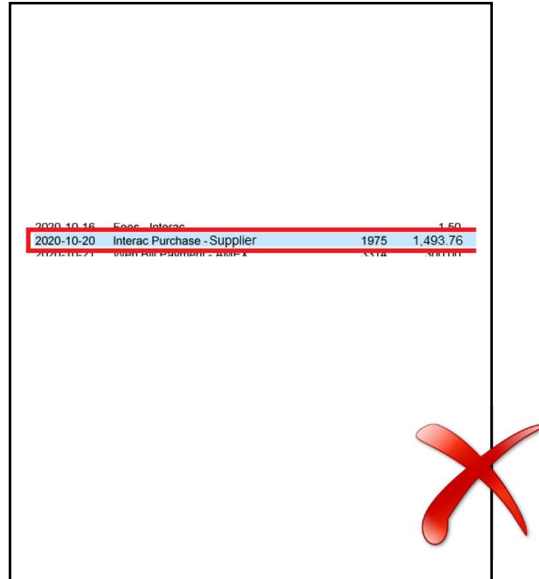
JOHN DOE
1643 DUNDAS ST W APT 27
TORONTO ON M6K 1V2

Statement period: 2020-10-09 to 2020-11-08
Account No.: 00005-123-456-7

| Date | Description | Ref. | Withdrawals | Deposits | Balance |
|------------|-----------------------------------|------|-------------|----------|---------|
| 2020-10-08 | Previous balance | | | | |
| 2020-10-14 | Payroll Deposit - HOTEL | | | 694.81 | |
| 2020-10-14 | Web Bill Payment - MASTERCARD | 9685 | 200.00 | | |
| 2020-10-16 | ATM Withdrawal - INTERAC | 3990 | 21.25 | | |
| 2020-10-16 | Fees - Interac | | 1.50 | | |
| 2020-10-20 | Interac Purchase - Supplier | 1975 | 1,493.76 | | |
| 2020-10-21 | Web Bill Payment - AMEX | 3314 | 300.00 | | |
| 2020-10-22 | ATM Withdrawal - FIRST BANK | 0064 | 100.00 | | |
| 2020-10-23 | Interac Purchase - SUPERMARKET | 1559 | 29.08 | | |
| 2020-10-24 | Interac Refund - ELECTRONICS | 1975 | | 2.99 | |
| 2020-10-27 | Telephone Bill Payment - VISA | 2475 | 6.77 | | |
| 2020-10-28 | Payroll Deposit - HOTEL | | | 694.81 | |
| 2020-10-30 | Web Funds Transfer - From SAVINGS | 2620 | | 50.00 | |

Examples of **INVALID** proof of payment:

- Cropped bank statement or credit card statement **missing essential information will not** be processed. Remember, all bank financial statements/documents need the financial institution name and/or logo.



- Only an invoice masked as paid.



b. Cheque

To provide a valid proof of payment for purchases paid by cheque, please, submit the invoice accompanied by the **cancelled cheque**. Please, make sure to include the front and back if the cancelled cheque. A copy of the cheque or of the cheque stub will not be considered a valid proof of payment.

Example of a cancelled cheque:



Example of **invalid** proof of payment by cheque:

