

March 16, 2020

At this time our office has made the decision to adhere to the City of Ottawa public health advisory and shut down our office to outside visitors, starting on March 16th, until further notice. Our staff will be working from home and are available by email. As well, our staff will be checking their voicemails should you have any questions or concerns.

We also have a drop-off slot on our door if you would still like to drop off your tax return documents. A staff member will be present during regular business hours to receive your return. Alternatively, you can scan and email your documents to accounting@patersonandcompany.ca for processing.

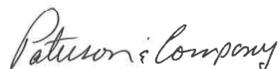
We ask that if you have recently travelled, been in contact with anyone who has travelled, or are feeling unwell, that you **DO NOT drop off any documents or come into our office.**

We will be monitoring the Canada Revenue Agencies response the situation as well and will provide updates as soon as possible.

With the extraordinary times we are currently living in, and with the new information we are learning about COVID-19 every day, we feel it's important for our employees to be able to stay home and support their family, friends and loved ones.

We will keep you posted on any developments and please continue to take care of yourself and your family.

Thank you,



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On March 18, 2020 the government released its first fiscal response to the Covid-19 pandemic. Below are some highlights of this:

Personal

- Tax filing deadlines have been extended to June 1, 2020.
- Deferral of requirements for tax payments under Part I of the income tax act (including instalments) for all taxpayers to August 31, 2020. During this time period no interest or penalties will accrue.
- Enhanced GST credit, average increase of \$400 for individuals or \$600 per couple.
- Reduced RRIF withdrawals by 25 percent
- Requirements waived to access EI benefits
- Emergency care benefit up to \$900 bi-weekly for 15 weeks for taxpayers who are quarantined with Covid-19 but do not qualify for EI

Corporate

- To prevent layoffs the government will issue a temporary wage subsidy for a period of 3 months. This will cover 10% of remuneration paid during that period up to \$1,375 per employee and \$25,000 per employer.
- Deferral of requirements for tax payments under Part I of the income tax act (including instalments) for all taxpayers to August 31, 2020. During this time period no interest or penalties will accrue.
- All active HST audits will be on hold for 4 weeks
- Trust filings have been extended to May 1(CRA will allow electronic signatures)

Above are just some of the highlights announced, please click on the link below to see the full details and the expected implementation timeline of the above measures:

https://www.canada.ca/en/department-finance/news/2020/03/canadas-covid-19-economic-response-plan-support-for-canadians-and-businesses.html#Income_Support_for

Other Measures

Below are some measures that companies outside of the CRA and government have implemented:

- Some banks are offering mortgage payment relief
- City of Ottawa is delaying property tax payments. First payment will be due April 15.
- There may be some additional programs being administered by BDC

The above measures were also announced on March 18th, however follow up is recommended to each individuals bank to confirm their policy/implementation.

One important note below on completing Record of Employment forms (ROEs). For businesses dealing with employees on leave and needing to collect EI:

- If you have employee's that have been affected by the virus, the reason selected on the ROE should be ***D-Illness or Injury***. IF the employee is sent home due to company closures, the ROE should State ***A – Shortage of Work***.

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- **Very Important:** In Box 18, the following comment needs to be entered “*Company is temporarily closed due to COVID-19 Virus*”.

Employees who are NOT affected by the virus but are put on leave due to COVID-19, can contact the government at 1-833-381-2725 should they have any questions.

In the coming days and weeks, we hope that there is clarity on the above measures and when they will be implemented.

Please reach out if you have any questions and we will do our best to assist you in these difficult times.