

12 EASY WAYS TO AVOID ERRORS ON CLAIMS

REVIEW YOUR ACOA LEGAL DOCUMENTS

1

Review your Contribution Agreement and claim process for each new project with your Program Officer. Remember, not all projects are the same.

Your payments to suppliers must be made by the legal entity on your ACOA Contribution Agreement (not a subsidiary or other person or organization).

2

ENSURE COSTS PAID BY ACOA RECIPIENT

KNOW THE DATE YOU CAN START CLAIMING

3

Your Contribution Agreement will specify the date from which costs are eligible for your project. See Section 5 in Articles of Agreement in your Contribution Agreement.

Claim only eligible costs received, paid by or invoiced to your company/organization. The ACOA Contribution Agreement may include an advance payment option for goods/services not yet received. You may also claim supplier contractually required deposits or progress payments.

4

CLAIM ONLY COSTS INCURRED

CLAIM THE CORRECT HST/GST %

5

Use the right rebate % rate for the type of costs being claimed. This comes from the Canada Revenue Agency (CRA). If you are unsure, check with your accountant or call CRA prior to completing the ACOA claim.

Report any credits received on your next claim as soon as they are received. If credits and refunds are received after your final claim or you do not plan on submitting a claim soon, contact your Program Officer.

6

REPORT ALL CREDITS AND REFUNDS

MATCH COSTS TO SUPPORTING DOCUMENTS

7

The costs must match the supporting documentation. If you are only claiming certain costs from an invoice, make sure the costs are clearly identified.

Ensure that all payroll and benefit amounts claimed are eligible. Please ask your Program Officer about any items paid beyond the mandatory costs of EI and CPP.

8

DETERMINE THE ELIGIBLE PAYROLL & BENEFITS

CLAIM WAGES AND SALARIES THE WAY THEY'RE PAID

9

Payroll and benefits should be claimed in the same way they are incurred and paid to employees (e.g., bi-weekly; monthly, etc.).

Ensure your costs claimed are in the Canadian dollar value that you paid to supplier. If the invoice has not been paid, you should claim the Canadian dollar value using the exchange rate at date of invoice.

10

USE THE RIGHT EXCHANGE RATE

KEEP YOUR SUPPORTING DOCUMENTATION

11

Keep all supporting documents for costs claimed. This includes invoices and proof of payments. You may be asked for them during the claim review or after you have received the payment. DO NOT send unless requested.

ACOA Direct is a safe and quick method to submit your claims, receive payments and keep track of your previous claims. Ask your Program Officer how you can benefit from using ACOA Direct on your projects.

12

SUBMIT YOUR CLAIM VIA ACOA DIRECT

