

# How to Claim - A guide to helping you claim on ACOA Direct

## IDENTIFICATION AND CERTIFICATION

### RECIPIENT INFORMATION

1

Ensure you have the correct payment number, contact information, HST registration number and refundable HST rate, as well as the correct period covered to and from.

Read and answer each question A-H. If you have questions about this section, please reach out to a Project Officer.

2

### CERTIFICATION BY THE RECIPIENT

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3

If you answer "NO" to any of the questions A-H, please ensure you provide additional details as required.

If there are overdue amounts owed to the Crown or any non-cash items - please complete the corresponding forms on ACOA Direct.

4

### NON CASH CERT & OVERDUE AMOUNTS TO THE CROWN

### COSTS CLAIMED AND PAID BY THE RECIPIENT

5

**Include:** amount claimed in previous claim(s), amount paid to suppliers on previous claim(s), amount claimed on current claim and amount paid to suppliers on current claim.

**Include:** category of cost as per the Statement of Work, a short description of cost claimed, supplier name (payable to), the invoice # and invoice amount with HST included and HST amount.

6

### DETAILS ON COSTS CLAIMED

### PROGRESS REPORT

7

Ensure to answer each question.

Indicate approximate amount of future claims and any expected project results.

8

### STATUS OF PROJECT

### FINAL PROGRESS REPORT?

9

If this is the final claim, please indicate so on the appropriate question and fill out the Final Payment Certificate on ACOA Direct.

Ensure to answer each question 1-7 on the Final Payment Certificate.

10

### FINAL PAYMENT CERTIFICATE

### CERTIFICATION BY THE RECIPIENT

11

If this is the final claim, please indicate so on the appropriate question and fill out the Final Payment Certificate on ACOA Direct.

Be sure to identify if you are submitting Final Payment Certificate ONLY or entire claim.

12

### ATTESTATION

