

Canada Emergency Business Account (CEBA)

Canada Emergency Business Account is a \$40,000 government guaranteed loan to help eligible businesses pay for operating costs that cannot be deferred and are critical to sustain business continuity (e.g. payroll, rent, utilities, insurance, debt payments and property tax).

Important Dates	Details
Until December 31, 2020	<ul style="list-style-type: none"> Funded as a revolving line of credit for \$40,000
After December 31, 2020	<ul style="list-style-type: none"> Outstanding balance will be converted into a non-revolving 5-year term loan maturing on December 31, 2025
Until December 31, 2022	<ul style="list-style-type: none"> 0% Interest with no minimum monthly principal payments
	<ul style="list-style-type: none"> If you pay 75% of the balance of the term loan (as at January 1, 2021), on or before December 31, 2022, the remaining 25% balance of your term loan will be forgiven
Starting January 1, 2023	<ul style="list-style-type: none"> Interest accrues on the balance of the term loan at the rate of 5% per annum, payable monthly on the last day of each month
	<ul style="list-style-type: none"> If you do not repay 75% of the balance of the term loan (as at January 1, 2021) on or before December 31, 2022, the full loan balance and all accrued and unpaid interest will be due and payable on December 31, 2025
December 31, 2025	<ul style="list-style-type: none"> The full loan balance and all accrued and unpaid interest will be due and payable

- **Launch Date:** Available online on the financial institution websites during the week of April 6, 2020
- **Preparation for CEBA enrollment:**
 - Update your email and contact details on your online banking account. The bank will need this information to notify you of the CEBA enrollment process.
 - 2019 T4 Summary of Remuneration Paid statement. You can also contact the Canada Revenue Agency to have them re issue your 2019 statement.
 - For Audit Purposes - Confirmation of payroll expenses paid of between \$50,000 - \$1M in 2019.
- **Eligibility:**
 - Ensure that you have an online banking account with your primary financial institution for the respective entity you're applying for, and your account was opened prior to March 1, 2020

- Ensure that you are not applying for this program at any other financial institution. You understand that applying for this benefit at more than one financial institution, as outlined as part of the government program, may result in prosecution by the federal government.
- The entity you're applying for is an operating business (i.e., not a holding company) in operation on March 1, 2020.
- **The person enrolling for CEBA must have the ability and authority to bind the organization**
- **Your application requires that your organization can enter the CEBA loan agreement with the consent and attestation of only 1 signing officer. The financial institution cannot accept multiple signatures**
- **If there are multiple signing officers, it's recommended that the organization prepare and approve a resolution that allows the key principal applying for the loan to be given the special authority to attest on behalf of, and individually, bind the organization to the terms of the loan agreement**
- **Your payroll expense is between \$50,000 and \$1 million in the 2019 calendar year**
 - To confirm this, you will be required to provide the following information:
 - Your 15-digit employer account number, as reported at the top of your 2019 T4 Summary of Remuneration Paid
 - Your employment income reported in Box 14 of your 2019 T4 Summary of Remuneration Paid
 - A copy of your 2019 T4 Summary of Remuneration Paid, if requested
 - Your business account cheque book or your most recent business bank statement

Bank Specific Information:

- **CIBC:**
 - **Link:** <https://www.cibc.com/en/business/covid-19/emergency-business-account-faq.html>
 - Once the loan becomes available beginning the week of April 6, they will only take applications online through CIBC Online Banking for Business
 - In advance of the loan being available, make sure you, as the key principal of the business, are registered for CIBC Online Banking for Business with your CIBC Business Convenience Card® and that your business contact information, including your email address, is up-to-date. They will email you as soon as the loan application is available.
 - **CIBC as primary bank of the business:** This means that the business uses a CIBC business operating account for day-to-day payments and cash management activities. Otherwise, apply through the financial institution that holds your primary business operating account
 - **FAQ:**
 - **How long will it take for the funds to show up in my account?**
 - Upon receipt of your completed application, they will deposit the \$40,000 loan into your existing CIBC business operating account. The funds will be immediately available to support your business expenses.

