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Nunavut COVID-19 Response Nunavut Essential Workers Wage Premium - Application

Taxation and Insurance Section
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The Government of Nunavut is accepting applications for the Nunavut Essential Workers Wage Premium (NEWWP). To determine if your non-governmental organization is eligible for the program, please see the accompanying FAQs. The premium will apply to hours worked over a 16-week period beginning anytime between May 1 and June 15, 2020. The starting date of this eligible period is selected by the employer. Interested organizations must complete the following form, including an attestation by an authorized representative that the information contained herein is true. If you have any questions, please do not hesitate to contact the Department of Finance for further information.

Part I - Organizational Details

1) Organization Name: _____

2) Organization Type: _____

Description of Services:

3) Clients Served: _____ (weekly)

4) Contact Person: _____

Name



Title



Contact Address:

Street

_____ Community & Province or Territory

PO Box

_____ Postal Code

5) Date of Legal Registration / Incorporation: _____
MM/DD/YYYY

GST #: _____
If applicable

6) GN Payroll Tax Account #: _____

GN Vendor #: _____
If applicable

For Internal Use Only

Instructions

The following instructions explain how to properly complete an application to the Nunavut Essential Workers Wage Premium (NEWWP) form. The form is to be completed by an organization, not an individual employee. If you have any additional questions, please contact the Department of Finance at the contact details mentioned above.

- 1) State the full name of your firm, society, or non-profit corporation. Government of Nunavut entities are not eligible.
- 2) NEWWP will be extended to different sectors of the economy in a series of phases. Please state your organization's type, making sure it fits with the FAQs accompanying this document. Describe your operations in the box provided, including any effects Canada's COVID-19 outbreak has had on operations.
- 3) Record the number of Nunavut clients your organization serves on a weekly basis. Rough estimates are acceptable.
- 4) Provide the contact details of your chief operating or chief financial officer (or officials serving a similar role). Be sure to include both their name and title. In cases where an organization has multiple addresses, provide that of your administrative headquarters.
- 5) Provide the date of legal registration, as filed with Nunavut's Office of Legal Registries. Alternatively, provide the date of incorporation. If applicable, record your organization's GST number. This information is a requirement for program eligibility.
- 6) Record your organization's Payroll Tax Account number. Registration for Payroll Tax in Nunavut is required for program eligibility. Also include your organization's GN Vendor and GST numbers, if applicable. This information will speed the payment and audit processes.
- 7) The premium is available to employers for work their eligible employees undertake in Nunavut for a 16-week period beginning anytime between May 1 and June 15, 2020. The starting date of this eligible period is selected by the employer.
- 8) This line details the current program parameters. Note that these are subject to change.
- 9) Detail your organization's projected payroll over the period of eligible coverage (16 weeks maximum). Do so by providing the following information for all employees *earning less than or equal to the maximum eligible wage* :

Employee	Full name of employee.
SIN	Qualifying employees must possess a valid social insurance number.
Position	Description of each employee's main responsibilities.
Hourly Wage (Gross)	Amount paid to an employee, before any overtime, taxes, allowances, benefits, or deductions.
Premium Value	Calculated according to the formula provided on page 2.
Weekly Hours	Weekly average number of hours an employee is expected to work over the eligible period.
Total Premium Amount	Estimated premium amount per employee over the full eligibility period.

The maximum premium amount is \$5 per employee for each hour worked. All hourly wages up to and including \$20.00 per hour qualify for this amount. For every \$0.50 in additional wages, the premium is reduced by \$0.50. To clarify:

Wage	\$ 20.00	\$ 20.50	\$ 21.00	\$ 21.50	\$ 22.00	\$ 22.50	\$ 23.00	\$ 23.50	\$ 24.00	\$ 24.50	\$ 25.00
Premium	\$ 5.00	\$ 4.50	\$ 4.00	\$ 3.50	\$ 3.00	\$ 2.50	\$ 2.00	\$ 1.50	\$ 1.00	\$ 0.50	\$ -

An additional worksheet is provided at the end of this application, if more payroll rows are required.

- 10) Calculate the total number of Eligible Employees and Total Premium requested. These totals will be used for cross-checking purposes. Be sure to include any employees recorded in the addendum.

The Immediate Premium Payment is calculated as 80% of the total calculated premium. The 20% holdback is to be paid by the GN to the applicant in a final instalment upon successful completion of an audit following the eligible period.

Calculate total Employer Administration Costs by multiplying Total Premium requested by the set % of Total Premium. Here too a 20% holdback is to be paid following a successful audit. Eligible costs include EI premiums, CPP employer contributions, etc.

- 11) Complete the attestation in section III. **Purposely misleading program authorities is a crime.**

Payroll Addendum

9a) Projected Payroll - Additional Space

Maximum Premium Amount: Maximum Eligible Wage: Eligible Weeks:

Employee	SIN	Position	Hourly Wage	Premium Value	Weekly Hours	Total Premium

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 If you would like this correspondence in any other official language, please let us know.
 Piyumagunni una titiraq naliinni ilitariyahimayuni uqauhini, unniutitjavaptigut.
 Si vous souhaitez correspondre dans une autre langue officielle, veuillez nous en faire part.