



ADVANCE PAYMENT REQUEST INSTRUCTIONS

1. General

- 1.1 You may request an advance only if your Contribution Agreement contains an article allowing advances.
- 1.2 In order to obtain an advance, you must complete the Advance Payment Request form. Depending on your situation, you may need to complete the Declaration of Overdue Amounts Owed to the Crown form.
- 1.3 If your Advance Payment Request form is incomplete, it will result in delays and may be returned to you without being processed. You may contact your Program Officer if you have any questions regarding your Contribution Agreement, the advance process or if you need assistance in completing the form(s).
- 1.4 If there are pre-disbursement conditions in your Contribution Agreement, please submit proof that they have been met when submitting your first Advance Payment Request.
- 1.5 Your Advance Payment Request must be submitted for costs expected to be incurred in the near future – no more than the next three (3) months. These costs are detailed in your Contribution Agreement, more specifically in the Statement of Work.
- 1.6 To submit your request electronically, use ACOA Direct. To register, please contact your Program Officer.
- 1.7 You can download the above-noted forms on our website at www.acoa-apeca.gc.ca and submit your completed forms by mail or fax. Note that e-mail is not a secure means by which to submit your financial information.

FORMS

2. Advance Payment Request

- 2.1 Please provide details of your forecasted requirements for project funds.
- 2.2 Please group costs to be incurred according to the Eligible Project Costs listed in the Statement of Work (for example, all costs relating to Equipment should be grouped together).
- 2.3 Please note that the Agency will not advance funds for the HST/GST that you are eligible to receive as an Input Tax Credit from the Canada Revenue Agency. Please exclude HST/GST from your Advance Payment Request.
- 2.4 A person authorized to sign on behalf of the recipient must sign and date the certification section. If you are submitting your request through ACOA Direct, it should be submitted by a properly authorized individual.
- 2.5 Providing misleading or incorrect information constitutes an event of default pursuant to your Contribution Agreement. In such a case, the Agency, pursuant to the Agreement, has the right to suspend or terminate any obligations to contribute to the eligible costs and/or to demand the immediate and full repayment of its contribution.
- 2.6 Your advance must be substantiated, to the satisfaction of the Agency, **within forty-five (45) calendar days of the end of your advance period**. Substantiation must be in the form of a Claim for a Progress or Final Payment detailing costs incurred and amounts paid by the Recipient to the suppliers and/or employees. Further advances will not be processed until you have substantiated all the funds previously advanced.

3. Declaration of Overdue Amounts Owed to the Crown

- 3.1. You must complete this form when you have any overdue amounts owed to the Crown. Please describe the nature of the amount(s) and the name(s) of the department(s) to which each amount is overdue.



ADVANCE PAYMENT REQUEST

RECIPIENT NAME:		PROJECT NUMBER:		PAGE:	OF
CONTACT NAME:		PAYMENT NUMBER:			
CONTACT INFORMATION:	HAS YOUR MAILING ADDRESS, EMAIL, TELEPHONE NUMBER CHANGED? (IF YES, PLEASE PROVIDE NEW INFORMATION BELOW)	YES	NO	PERIOD COVERED: (MAXIMUM 3 MONTHS)	FROM:
					To:

I HEREBY CERTIFY THAT:	YES	NO
The Recipient has overdue amounts owed to the Crown (e.g. remittances for employee deductions, HST/GST, income tax) (If <u>Yes</u> , submit the Declaration of Overdue Amounts Owed to the Crown form)		

FORECASTED REQUIREMENTS

CATEGORY PER ELIGIBLE COSTS (GROUP COSTS AS LISTED IN THE STATEMENT OF WORK)	DESCRIPTION OF ELIGIBLE COSTS TO BE INCURRED	PAYABLE TO (NAME OF SUPPLIER/EMPLOYEE)	AMOUNT MONTH 1 (NET OF HST/GST)	AMOUNT MONTH 2 (NET OF HST/GST)	AMOUNT MONTH 3 (NET OF HST/GST)	TOTAL AMOUNT (NET OF HST/GST)
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
TOTAL			\$	\$	\$	\$

I hereby certify that the above-noted costs are eligible project costs and that the forecasted amounts and monthly requirements are accurate and complete knowing that this declaration is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*. I confirm that the requested funds are required to enable the project to be completed and I agree that any monies received as a result of this advance will be applied directly and only to the eligible project costs. I also agree to substantiate the above Advance by submitting a Claim for Progress or Final Payment within forty-five (45) calendar days of the end of the period covered by this advance.

PERSON AUTHORIZED TO SIGN ON BEHALF OF THE RECIPIENT

Signature:		Date:	
Print Name and Title:			