

WAGE EARNER PROTECTION PROGRAM

A Guide for Trustees/Receivers

How to register and interact with Service Canada

Trustee/Receiver Registration and Authentication

In order to facilitate the submission of trustee information forms Service Canada has established a secure web page where trustees may submit the forms on-line.

To be granted access to the secure website, trustees must first submit a Registration Form on-line. The website for submission of this form will be available on the Service Canada main page once the program is launched.

Questions to Register Trustees/Receivers

Licensed Trustees or Receivers, who wish to register to use the electronic forms for the submission of the Wage Earner Protection Program *Trustee/Receiver Information Form*, must complete the following fields and click "Submit".

Name of Trustee/Receiver: _____
Trustee Number: _____
Street Address: _____
City: _____
Province: _____
Postal Code: _____
Telephone Number: _____
Contact Name: _____
Contact Telephone number (if different): _____
Email address: _____

Trustee Agreement

The information provided will be validated and you will be contacted by phone to verify that the information originated from you.

At that time you may specify your preferred method for receipt of the agreement. The agreement may be mailed, faxed or sent to you via email.

The agreement sets out the terms under which you can submit these forms electronically. By signing the agreement, you accept the responsibility as the trustee license holder, to control your employees' access to the secure site.

When Service Canada receives the signed copy of the agreement the secure site will be provided via the email address provided on the *Registration Form* (please note: electronic signatures will not be accepted – agreements must be returned via mail)

You will only have to do this registration/authentication once. In the event of a registration/authentication failure Service Canada will contact you to advise you of actions to be completed to successfully register. This could include updating your information on the OSB Trustee directory.

Trustee Information Forms via secure webpage

To submit the *Trustee Information Forms* visit the secure website and enter the required information. This includes but may not be limited to (note: final requirements will not be determined until the WEPP Act is in force/finalized) the following:

- Trustee/Receiver Information:
 - Name, Address, Trustee License Number, Name of contact person, Telephone number, Communication preference (English or French);
- Information about the Bankrupt/Insolvent Business:
 - Business or Operating Name, Address and Postal Code, Company's Canada Revenue Agency Business Number, Incorporation or Registration Date of the Corporation or Business, Province/Territory of Incorporation or Registration, Date of Company's Bankruptcy, Bankruptcy number, Date that the employer became subject to a Receivership (if applicable));
- Employee Information:
 - Name, SIN, if a proof of claim has been filed, job title, last day worked, payroll reference number, employee status as a director or manager, previous payments made to the employee and detail regarding the unpaid wages.

A trustee Information Form must be submitted for each employee owed wages under bankruptcies/receiverships for which you are responsible.

Trustees are obligated to provide a copy of the form to Service Canada and the employee owed wages within 35 days of bankruptcy. The WEPP Act does allow for extensions under certain circumstances. Where required, you may contact Service Canada's WEPP Processing centre to request an extension.