

REVENU
QUÉBEC



Canada Revenue
Agency

Agence du revenu
du Canada



REGISTERING WITH REVENU QUÉBEC

revenuquebec.ca

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**AS AN EMPLOYER OR
THE REPRESENTATIVE
OF A BUSINESS, YOU MAY
HAVE TO COLLECT TAXES
OR WITHHOLD INCOME
TAX, CONTRIBUTIONS AND
PREMIUMS ON OUR BEHALF
AND REMIT THEM TO US.**

We designed this guide to help you understand and fulfill your tax obligations.

This document was prepared in collaboration with the Canada Revenue Agency.



Canada Revenue
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Agence du revenu
du Canada

This publication is provided for information purposes only. It does not constitute a legal interpretation of the *Excise Tax Act*, the *Act respecting the Québec sales tax* or any other legislation.

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INTRODUCTION

We collect income tax and consumption taxes on behalf of the Québec government. Employers and businesses act as agents and collect taxes, contributions and premiums and source deductions under various laws on our behalf. To do this, they must register for certain files.

This brochure contains information that will help you determine whether you must act as an agent of Revenu Québec and whether you are required to register.

Our Clic Revenu online services are designed to help you fulfill your tax obligations easily and efficiently. For example, you can use these services to consult your tax file. To register, go to our website at www.revenuquebec.ca. You can also consult information specific to your type of business in the **Business** and **Citizens** sections of our website.

You can use one of the registration methods in the table on the following pages to register for our files. After you have registered, we may contact you for additional information.



Files	Online registration ¹
GST/HST and QST	•
Source deductions	•
Corporation income tax	•
Other files and activities	
Tax on insurance premiums	•
Specific tax on alcoholic beverages	•
Tobacco tax	
Fuel tax	
International Fuel Tax Agreement	
Tax on lodging	•
Specific duty on new tires	•
Municipal tax for 9-1-1 service	
Logging operations	•
Public utilities	•
The clothing industry	•
Restaurant establishment	•

1. The **Registering for Revenu Québec Files** online service is available on our website under **Online Services, Forms and Publications**.
2. You can get this form on our website at www.revenuquebec.ca, or you can order it online or by telephone at one of the numbers on the back of this publication.
3. Registration by telephone for the GST/HST and the QST is only available for individuals in business.
4. You must use form FMZ-1-V, *Registration for the Municipal Tax for 9-1-1 Service*, to register for this tax file.



Registration in person or by mail			Registration by telephone
<i>Application for Registration (LM-1-V)²</i>	<i>Permit Application²</i>	<i>Application for an IFTA Licence and Decals (CA-500-V)²</i>	
•			• ³
•			•
•			
•			•
•			
	• (TA-6.1-V)		
	• (CA-27.1-V)		
		•	
•			•
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GST AND QST

General rules

Persons who carry on commercial activities in Canada must register for the goods and services tax (GST).¹ Persons who carry on commercial activities in Québec must also register for the Québec sales tax (QST) and collect GST and QST when these taxes apply to goods and services supplied to customers.

Under an agreement between the federal and Québec governments, we administer the GST in Québec. We therefore receive and process GST registration applications submitted by persons carrying on commercial activities in Québec whose businesses are physically located in Québec. Note however, that registration applications for the GST and QST submitted by selected listed financial institutions are processed by the Canada Revenue Agency (CRA). For more information, refer to the CRA's website at www.cra.gc.ca.

Persons registered for the GST² are also registered for the harmonized sales tax (HST), which applies in New Brunswick, Nova Scotia, Newfoundland and Labrador, Ontario and, since April 1, 2013,³ Prince Edward Island. The HST must be collected by persons that make taxable sales in any of these provinces. To find out what the applicable HST rate is in each of these provinces, refer to our website at www.revenuquebec.ca.

If you are not resident in Québec, contact us at one of the numbers on the back of this publication.

An individual, a personal trust or a partnership made up solely of individuals that carries on a business without a reasonable expectation of profit does not carry on a commercial activity and cannot register for the GST and the QST. A business that supplies exempt property or services cannot register for the GST and the QST either.

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1. Québec businesses that are registered for the GST/HST must collect the harmonized sales tax (HST) on the sales they make in participating provinces. The term "HST" is not systematically used throughout this brochure. The term "GST" is used to mean "GST/HST," unless otherwise specified.
 2. Here, the term "GST" is used to mean GST only, not GST/HST.
 3. As of this date, the HST no longer applies in British Columbia. The GST, however, applies.



However, if you are a small supplier, you may decide whether or not to register for the GST and the QST. If you register, you must remain registered for at least one year. See the “Specific rules” section for exceptions.

Small supplier

You are considered a small supplier if the total taxable sales (including zero-rated sales) made worldwide by you and your associates in the course of a given calendar quarter or in the four calendar quarters preceding the given calendar quarter do not exceed \$30,000. Total taxable sales do not include amounts from GST and QST, financial services, sales of capital property and the goodwill of a business.

If the total exceeds \$30,000 in a given calendar quarter, you are no longer considered a small supplier as of the first taxable sale that causes the total of your sales to exceed \$30,000. If the total exceeds \$30,000 during the four-quarter period preceding the given calendar quarter, you are no longer considered a small supplier immediately after the end of the first calendar month following the four calendar quarters.

In this brochure, we use the term “sale” rather than “supply” since goods and services are most often supplied by way of sale. A supply is the provision of a good or service by way of sale, barter transaction, exchange, transfer, lease or gift.



If you are a public service body (that is, a non-profit organization, a charity, a municipality, a school authority, a hospital authority, a public college or a university), you are considered a small supplier if the total of your sales does not exceed \$50,000. A charity or public institution is considered a small supplier if, as applicable,

- it is in its first year of operation;
- it is in its second year of operation, and its gross revenue did not exceed \$250,000 during its first fiscal year;
- it has been in operation for over two years, and its gross revenue did not exceed \$250,000 during one of the two fiscal years preceding the current fiscal year.

To calculate your gross revenue, you must take into account your income from all sources, such as donations, grants, and income from property, investments or businesses. You must also take into account any amount considered a capital gain or loss for the purposes of calculating income tax.

Example 1

The total of a business's taxable sales exceeds \$30,000 as of the first calendar quarter it began its commercial activity.

The business is therefore required to register as soon as the total of its taxable sales exceeds \$30,000. The sale that causes the total to exceed the \$30,000 limit during the calendar quarter is taxable, and taxes must be collected on that sale.

Example 2

The total of a business's taxable sales made during the four calendar quarters of 2012 exceeds \$30,000. The business is no longer considered a small supplier after January 31, 2013. It is therefore required to be registered as of the day it makes its first taxable sale after January 31, 2013.¹

Example 3

A business makes its first taxable sales at the end of 2012. It continues its commercial activities in 2013.

	Taxable sales	
	2012	2013
January 1 to March 31	\$0	\$8,000
April 1 to June 30	\$0	\$11,000
July 1 to September 30	\$10,000	\$7,500
October 1 to December 31	\$15,000	\$8,200

In 2012, the total of its taxable sales is \$25,000 ($\$0 + \$0 + \$10,000 + \$15,000$). However, after the first quarter of 2013, the total of its sales for the four preceding calendar quarters is \$33,000 ($\$0 + \$10,000 + \$15,000 + \$8,000$), which exceeds the maximum amount.

The business is therefore considered a small supplier throughout the whole first quarter in 2013 and the month following this quarter, April 2013. However, it is required to be registered as of its first taxable sale after April 30, 2013.¹

1. See the sections entitled "When to register for the GST" and "When to register for the QST" to find out what the time limit to apply for registration is.



Most property and services are taxable or zero-rated (that is, taxable at 0%). In this brochure, the term “taxable” includes both taxable and zero-rated sales.

However, certain goods and services are exempt from GST¹ and QST. Such goods and services include

- residential leases of at least one month;
- most sales of residential complexes that are not new;
- financial services;
- most healthcare, educational, childcare and legal-aid services;
- certain services supplied by governments and public service bodies (that is, municipalities, school authorities, hospital authorities, public colleges, universities, non-profit organizations and registered charities).

1. Here, the term “GST” is used to mean GST only, not GST/HST.

Specific rules

Regardless of the annual total of your taxable sales, you must register for the GST and the QST if you are

- the operator of a taxi or limousine business;
- a person not resident in Québec (or in Canada, for GST purposes) and you charge admission to the public for activities or events that take place in Québec (or in Canada, for GST purposes).

You must also register if you solicit orders in Québec (or in Canada, for GST purposes) for printed material (newspapers, books, periodicals, magazines), accompanied or not by sound recordings, to be shipped by mail or courier in Québec (or in Canada, for GST purposes), unless you are considered a small supplier.

QST registration rules

You must register for the QST if you are registered or are applying to register for the GST.

Regardless of the annual total of your taxable sales, and whether or not you are registered for the GST, you must also register for the QST if you

- sell tobacco at retail;
- sell fuel at retail;
- sell alcoholic beverages, other than as a small supplier with a reunion permit under the *Act respecting liquor permits*;
- sell or lease new tires;
- sell or lease new or used road vehicles for a period of 12 months or more.



When to register for the GST

You must apply for registration under the GST system before the 30th day following the day on which you make your first taxable sale in Canada, otherwise than as a small supplier. You must collect GST as of the time you are required to be registered.

Persons not resident in Canada and that charge admission to the public must apply for registration before making their first taxable sale in Canada.

Taxi firms must apply for registration before the 30th day following the day on which they make their first taxable sale in Canada.

When to register for the QST

You must apply for registration under the QST system before you make your first taxable sale in Québec, otherwise than as a small supplier. You must collect QST as of the time you are required to be registered.

Retail vendors of tobacco or fuel, vendors of new tires, of road vehicles or of alcoholic beverages, and persons not resident in Québec that charge admission to the public must also apply for registration before they make their first taxable sale in Québec.

Taxi firms must apply for registration before they make their first taxable sale in Québec.

SOURCE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS

If you are an employer, we assign you a number that confirms your registration for source deduction purposes when you apply for registration or make a first payment to Revenu Québec as a new employer.

If you pay salaries, wages or remuneration, you must

- make source deductions of Québec income tax, Québec Pension Plan contributions and Québec parental insurance plan premiums;
- remit to us the amounts withheld;
- remit to us your Québec parental insurance plan premium and your employer contributions to the Québec Pension Plan, the health services fund, the financing of the Commission des normes du travail and, where applicable, the Workforce Skills Development and Recognition Fund.

If you are an employer and you do not have an establishment in Québec, the above-mentioned obligations do not apply to you, and you are not required to register for source deductions purposes.

CSST payments

You must make the Commission de la santé et de la sécurité au travail (CSST) periodic payments to Revenu Québec at the same time and in the same way as your source deductions and employer contributions. For more information, see the **Employeurs** section of the CSST's website at www.csst.qc.ca.



CORPORATION INCOME TAX

If your business is a corporation, we assign you a number for income tax purposes. We assign this number when you register for corporation income tax or with the enterprise register if the business has a Québec charter. Otherwise, we assign the number when you file your first corporation income tax return. The number facilitates the processing of the income tax return that all corporations carrying on a business in Québec are required to file.



OTHER TAXES AND ACTIVITIES

Tax on insurance premiums

If, in the course of your commercial activities, you collect insurance premiums that are subject to the tax on insurance premiums, you are required to collect the tax. You may also be required to register for the tax on insurance premiums. To find out whether you must register, contact us by calling one of the numbers on the back of this publication. If you are required to register for the tax, file your registration application before collecting the tax on insurance premiums for the first time.

For more information about the tax, visit our website at www.revenuquebec.ca.

Specific tax on alcoholic beverages

If you produce, sell or import wine, beer, cider or any other alcoholic beverage, you must notify us. To carry on this type of activity, you must generally be registered for the GST and the QST.

For more information about the tax, refer to the folder *Consumption Taxes and Producers of Alcoholic Beverages* (IN-263-V).



Tobacco tax

If you are a collection officer, an importer, a manufacturer, a storer or a carrier of tobacco, you must notify us and you must hold a permit for each activity carried on in Québec. If you are in possession of tobacco manufacturing equipment, you must hold a manufacturer's permit. The same requirement applies if you bring tobacco manufacturing equipment into Québec or cause such equipment to be brought into Québec.

For more information about the tax, refer to the brochure *An Overview of the Tobacco Tax Act* (IN-219-V).

Fuel tax

If you are a collection officer, an importer, a refiner or a storer of bulk fuel in an establishment other than a service station, or a carrier of bulk fuel, you must notify us and you must hold a permit for each activity carried on in Québec.

The same requirements apply if you colour fuel oil, or blend, for the purposes of resale, a fuel that is subject to the tax with another petroleum product that is not subject to the tax, unless you hold a refiner's permit. However, a permit is not necessary for commercial activities related exclusively to propane or natural gas.

For more information about the tax, refer to the brochure *An Overview of the Fuel Tax Act* (IN-222-V).



International Fuel Tax Agreement

If you are an interjurisdictional carrier who owns a qualified motor vehicle, you must notify us to obtain a licence and decals under the International Fuel Tax Agreement (IFTA).

For more information, call us at 418 652-4382 or, toll-free, at 1 800 237-4382, or refer to the brochure *Carriers and the International Fuel Tax Agreement* (IN-231-V).





Tax on Lodging

You are required to collect the tax on lodging if you operate an establishment subject to the tax on lodging located in a tourism region¹ in which this tax applies. You must apply for registration before you collect this tax for the first time. You need register only once for all of your establishments, even if they are located in more than one tourism region, but you must indicate where they are located when you register.

For more information about the tax, refer to the brochure *Tax on Lodging* (IN-260-V).



1. A list of tourism regions in which the tax applies is available under **Businesses** on our website.

Specific duty on new tires

You are required to collect the specific duty on new tires if you lease or sell new tires¹ at retail, if you sell road vehicles equipped with new tires at retail, or if you lease, on a long-term basis, road vehicles equipped with new tires. You must notify us before collecting the duty for the first time.

Municipal tax for 9-1-1 service

If you supply telephone services, you must register for the municipal tax for 9-1-1 service before you collect this tax for the first time.

The term “telephone service” means a telecommunications service that

- can be used to dial 9-1-1 to reach a 9-1-1 emergency centre providing services in Québec; and
- is provided in the territory of a municipality by a telecommunications service provider.

A service is considered to be provided in the territory of a municipality where the telephone number assigned to the client has a Québec area code.

For more information about the tax, see our website at www.revenuquebec.ca.

1. New tires are subject to the duty if they have a rim diameter not exceeding 62.23 cm (24.5 in.) and an overall diameter not exceeding 123.19 cm (48.5 in.).



Logging operations

If you sell forest products (timber or products derived from timber), you must notify us. You do not have to notify us if your only activity is transporting forest products or cutting timber.

Public utilities

You are subject to the public utilities tax provided for in the *Taxation Act* if your business

- operates a system of gas distribution to Québec consumers;
- operates a system of production, transmission or distribution of electric power, or produces electric power; or
- operates a telecommunications system.

You must inform us that you carry on these commercial activities when you apply for registration.

The clothing industry

You must inform us that you carry on activities in the clothing manufacturing industry when you apply for registration.

TO CONTACT US

Online

www.revenuquebec.ca

By telephone

Individuals and individuals in business

Monday to Friday: 8:30 a.m. to 4:30 p.m.

Québec City
418 659-6299

Montréal
514 864-6299

Elsewhere
1 800 267-6299 (toll-free)

Businesses, employers and agents for consumption taxes

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4:30 p.m.

Wednesday: 10:00 a.m. to 4:30 p.m.

Québec City
418 659-4692

Montréal
514 873-4692

Elsewhere
1 800 567-4692 (toll-free)

Direction du traitement des plaintes

Monday to Friday: 8:30 a.m. to 4:30 p.m.

Québec City
418 652-6159

Elsewhere
1 800 827-6159 (toll-free)

Persons with a hearing impairment

Montréal

514 873-4455

Elsewhere

1 800 361-3795 (toll-free)

By mail

Individuals and individuals in business

**Montréal, Laval, Laurentides, Lanaudière
and Montérégie**

Direction principale des relations
avec la clientèle des particuliers

Revenu Québec

C. P. 3000, succursale Place-Desjardins
Montréal (Québec) H5B 1A4

Québec City and other regions

Direction principale des relations
avec la clientèle des particuliers

Revenu Québec

3800, rue de Marly
Québec (Québec) G1X 4A5

Businesses, employers and agents for consumption taxes

**Montréal, Laval, Laurentides, Lanaudière,
Montérégie, Estrie et Outaouais**

Direction principale des relations
avec la clientèle des entreprises

Revenu Québec

C. P. 3000, succursale Place-Desjardins
Montréal (Québec) H5B 1A4

Québec City and other regions

Direction principale des relations
avec la clientèle des entreprises

Revenu Québec

3800, rue de Marly
Québec (Québec) G1X 4A5

Direction du traitement des plaintes

Revenu Québec

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