

Government Remittances - 815 (Québec)

How it works

Government remittances: making your payments to the government

AccèsD Affaires allows you to file your tax returns directly online and make immediate or deferred payments without further worry.

The electronic tax forms are similar to the paper forms that you already use. You can complete forms, modify them or delete them up until the time payment is made. Once you have filed, you may either pay immediately or at a later date, at your discretion!

Does an employee or your accountant handle your government remittances? Delegate the entire transaction process while maintaining overall control!

Advantages

- **Simple** – Identical to paper forms, but simplified.
- **Practical** – This function allows you to complete government remittance forms and select a date of payment that is convenient for you. You can also set up remittances to be made at a later date.
- **Useful** – Once filled in, forms can be saved on your hard drive or printed out for your records.
- **Secure** – A confirmation number is provided to acknowledge that Desjardins has received your instructions.
- **Fast** – Allows you to eliminate the usual paperwork and save time.

User fees

Making government remittances on AccèsD Affaires is the most cost-effective way to pay this sort of transaction. Check our user-fees on Desjardins.com or contact your account manager or an AccèsD Affaires advisor for information on the best rate plans for your business.

Customer Service

For questions about government remittances, contact Telus Customer Service at 1-800-206-9444.

Government remittance forms available in AccèsD Affaires

Québec Government	Canadian Government (Québec-based companies)
SOURCE DEDUCTIONS	
Source deductions and employer contributions (forms TPZ-1015.R.14.1, TPZ-1015.R.14.2, TPZ-1015.R.14.3, TPZ-1015.R.14.4)	Current source deductions (forms PD7A, PD7A(TM), PDA-RB)
Summary of Source Deductions and Employer Contributions (RLZ-1.S)	Source Deductions Arrears Remittance Voucher (PD7D)
INCOME TAXES	
Monthly remittance of income tax, tax on capital or compensation tax by a corporation (forms COZ-1027.R, COZ 1027.S)	Business remittance voucher - Interim payments (forms RC97, RC98, RC99, RC100, RC160)
Instalment payments made by an individual (for self-employed workers, form TPZ-1026.A)	Business remittance voucher - Amount owing (RC159)
	Instalment remittance (for self-employed workers, form INNS3)
TAXES	
GST/HST-QST (form FPZ-500)	
GST/HST-QST instalment payments (form FPZ-558)	
Support payments (form PPA-101)	
GST/HST (form FPZ-34)	
QST (form VDZ-471)	
Tax on insurance premiums (VDZ-527)	
Specific duty on new tires (VDZ-541.49)	

Making government remittances

Important! Forms must first be added to your AccèsD Affaires Business file before they can be used. Refer to the “Add, change or delete a government remittance form” section for procedure.

Selecting a remittance form

To make a government remittance or send in a refund request:

- 1- Select the appropriate form from the list of available forms entered in your file.
- 2- Under the **Payments** tab, select **Government remittances**.
- 3- In the **Forms** column, select remittance and click on the **Open** button.

Government remittances

Step 1: Choose from and click on **Open**
[Change list of government remittance forms](#)

Form	Remittance	Pending remittances
<input checked="" type="radio"/>	Revenu Québec Income Tax, Tax on Capital or Compensation Tax Paid by Corporations descr 1234567890R1234	<input type="radio"/>
<input type="button" value="Open"/>		<input type="button" value="List"/>

Completing a remittance form

The form displayed contains key company information.

- 1- Complete the fields as you would a paper form.
- 2- Check that amount to be remitted matches the amount you had previously calculated.
- 3- Print the completed form and keep it for your records.
- 4- Click on the **Calculate** button (if it appears on the form).
- 5- Print the form, and then click on the **Validate** button.

Government remittances

Step 2: Fill out the form

Monthly Remittance of Income Tax on Capital or Compensation Tax by a Corporation

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 (Forms COZ-1027.R, COZ-1027.S)

 Identification no.:

 Taxation year: (yyy)

 Amount paid: \$

 > We recommend that you print this remittance and keep it for your records.

Making a remittance

If your declaration results in a payment (an amount payable or due), go to the **Government remittances – Step 3: Select frequency, date and source account** page and save payment amount. The amount of payment will automatically appear next to the appropriate remittance in the “Amount” column.

To complete the transaction, select the frequency and the account to be debited, and click on the **Validate** button.

Government remittances

Step 3: Select frequency, date and originating account

> The date of deferred transactions must be 30/01/2004 or later.

Forms	Remittance	Amount (CAD)	Frequency and date
<input type="radio"/>	Revenu Québec Source Deduction and Employer Contribution IBQEG IXZ 0000000000RS0000	1200.00	Choose frequency and date <input type="button" value="v"/> <input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)
<input type="button" value="Open"/>		Total: [1200.00 CAD]	
From account:			
From	Account	Balance (CAD)	
<input checked="" type="radio"/>	ST-SAGREDO 0000000-PCA	12 345.66	
<input type="button" value="Validate"/> <input type="button" value="Cancel"/>			

Then, just confirm the transaction by clicking on the **Confirm** button.

Refund requests or zero balances

The following remittance forms can also be used to make refund requests.

- **GST/HST-QST** (form FPZ-500)
- **GST/HST** (form FPZ-34)
- **QST** (form VDZ-471)

If your return results in a refund request (or a zero payment) the page below will be displayed once all fields have been filled in and the **Calculate** and **Validate** buttons clicked. Select the **frequency** and **date** on which you would like your remittance to be sent, and click on the **Validate** button.

Government remittances

Step 3: Submit the form

> Your return does not include an amount payable.

Remittance	Frequency and date
Revenu Québec Source Deduction and Employer Contribution 0000000000RS0000	Immediately / Online <input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)
<input type="button" value="Validate"/> <input type="button" value="Correct"/> <input type="button" value="Cancel"/>	

Note : This page is displayed so you can also select the date on which to send in a form with a zero payment.

Adding, modifying or deleting a government return form

Adding a form to your AccèsD Affaires business file

Remittance forms must first be entered in your AccèsD Affaires Business file and customized to include company identification information. Forms can then be used to send remittances and payments.

To add a form:

1. Select the **Business** tab, then **Government remittances**.
2. Click on the **Add a form** button.

Note: The “Add a form” link can also be used to access list of remittances to be added.

Government remittances

[Add a form](#)

	Ministry and account	Remittance
<input type="radio"/>	Revenu Québec 0000000000	Income Tax, Tax on Capital or Compensation Tax Paid by Corporation - ffdgfdgf
<input type="button" value="Delete"/>		<input type="button" value="Add a form"/>

Fill in the fields requesting company identification information on each appropriate form and click on the **Validate** button. The form can then be accessed from your Business file and can be filled out and sent at any time.

Save time by using **AccèsD Affaires** for your government tax and contribution remittances



Add forms

> Verify name of business and fill out the sections that correspond to the forms you want to add.

Business name :

Revenu Québec	
Source Deduction and Employer Contribution (TPZ-1015-R.14.1, TPZ-1015-R.14.2, TPZ-1015-R.14.3, TPZ-1015-R.14.4 forms)	Identification no. <input type="text" value="1234567890"/> File No. <input type="text" value="RS 4567"/> Description <input type="text"/> (Optional) <input type="text"/>
Income Tax, Tax on Capital or Compensation Tax Paid by Corporations (COZ-1027.R, COZ-1027.S forms)	Identification no. <input type="text"/> Description <input type="text"/> (Optional) <input type="text"/>

The information entered in the “Company name” field will appear on all Canada Revenue Agency (CRA) remittance forms. The CRA requires this information be included in all remittances forwarded to the agency. This field only needs to be filled out once, and will appear on all subsequent forms.

Deleting a form

1. Select the **Business** tab, then **Government remittances**.
2. Click a button to select the desired form.
3. Click on the **Delete** button; the documents will be deleted from the list.

Important: Payments set up to be made at a later date will be carried out as planned even if the form is deleted.

Modifying a form

A form cannot be modified; it must be deleted from the list and a new form added to the business file with the new information.

1. Select the **Business** tab, then **Government remittances**.
2. Click on a button to select the form you would like to change.
3. Click on the **Delete** button.
4. Click on the **Add a form** button to add a new form to the list.

Questions/Answers

Questions	Answers
Why make government remittances in AccèsD Affaires when I can make all these transactions at the ATM?	Using AccèsD Affaires saves you time and you don't have to wait in line.
I cannot make partial government remittance payments. Is this normal?	Yes. Partial government remittance payments cannot be made using AccèsD Affaires. However, it is possible to make partial payments on the Revenu Québec Web site in collaboration with Desjardins. This service is a Desjardins exclusive!
Paying my government remittances this way is costly to my business.	We strongly recommend that you contact your account manager to discuss the possibility of a package deal covering all of your transactions. You may be able obtain a better rate.
I prefer doing it myself on paper.	The online form is identical to the paper form, but already customized to your company.
I must issue cheques because my business account requires joint signatures.	The AccèsD Affaires Cash Management service allows you to manage transactions requiring two signatures by granting signatory rights to persons authorized to sign. Transactions can therefore be approved by both signatories and be completed. You may require two signatures for transactions exceeding any given amount.
One of my employees is already handling these transactions.	This employee can be authorized to use AccèsD Affaires according to the level of access you choose to grant. The employee saves time that can be used for other tasks that are more profitable to your business development.

Would you like additional information about this function?

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Technical information

The government remittance service allows you to complete and file returns and make payments or refund requests.

Forms

The following forms are available to Québec-based companies:

Ministry/Agency	Return	Form
Revenu Québec	Source deductions and employer contributions	TPZ-1015.R.14.1, TPZ-1015.R.14.2, TPZ-1015.R.14.3, TPZ-1015.R.14.4
	Summary of Source Deductions and Employer Contributions	(RLZ-1.S)
	Monthly tax payments by a corporation	COZ-1027.R, COZ-1027.S
	GST-QST	FPZ-500
	GST	FPZ-34
	QST	VDZ-471
	GST-QST instalment payments	FPZ-558
	Instalment payments by an individual	TPZ-1026.A
	Support payments	PPA-101
	Tax on insurance premiums	(VDZ-527)
	Specific duty on new tires	(VDZ-541.49)
	Canada Revenue Agency	Current source deductions
Source Deductions Arrears Remittance Voucher		(PD7D)
Business remittance voucher - Amount owing		(RC159)
Business remittance voucher - Interim payments		RC97, RC98, RC99, RC100, RC160
Instalment payments by an individual		INNS3

Government tax returns cannot be carried out on a recurring basis.

Government tax payments must be deducted from a business chequing account (PCA) or regular savings account (RS).

Partial payments are not accepted.

Payments must be deducted in their entirety from a single account.

The date of payment may not be later than 90 days from today's date.

Identification numbers and Business Numbers

Revenu Québec uses an identification number and a Québec enterprise number (NEQ) to determine which company has filed the return. The Canada Revenue Agency uses a Business Number or an account number.

When you add a form to your file, have your paper forms on hand to be able to enter your company's identification and business numbers in the appropriate field.

We ensure the format is correct, but cannot verify that the numbers are truly those assigned to your company. To be safe, please verify that your very first payment has been well received by the appropriate ministry or agency.

Payment availability

Returns are not sent in real time to the ministry or agency. To avoid late fees or penalties, please send your payments within the deadlines indicated in the user agreement.

Online registration for the Government Remittance Service

If you were already using AccèsD Affaires to make bill payments prior to June 2000 when the government remittance service was introduced, you can register for the Government Remittance Service online.

1. Select the **Business** tab, then **Government remittances**.
2. Click on the **Send government remittances** button. This will bring up the service's terms of use and a registration screen.

Otherwise, you automatically have access to the government remittance service.

Payment processing

If the transaction falls on a...	The transaction will be carried out on the...*	The transaction will be dated the...
Sunday	Monday	Monday
Monday	Monday	Monday
Tuesday	Tuesday	Tuesday
Wednesday	Wednesday	Wednesday
Thursday	Thursday	Thursday
Friday	Friday	Friday
Saturday	Monday	Monday

* Government remittances are processed in the morning.