7. Government Remittance Service

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

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 fill out the form, modify it and delete it as long as the payment has not been made. Once you have filled out the return, you can either make the payment immediately or at a later date.

Depending on your financial institution, AccèsD Affaires gives you access to government remittances through the Can-Act service, provided by our partner TELUS.

The table below lists remittance services by institution (Fédération des caisses Desjardins du Québec (815-98000) clients only have access to Can-Act forms).

Types of remittance	Quebec (815)	Ontario (829)	FCDQ (815-98000)	Acadie (865)	ACPOL (890)
Federal remittances (Canada)	AccèsD Affaires (Desjardins forms)	Can-Act	Can-Act	Can-Act	Can-Act
Provincial remittances (Québec)	AccèsD Affaires (Desjardins forms)	Can-Act	Can-Act	Can-Act	Can-Act
Provincial remittances to governments OTHER than Quebec	Can-Act	Can-Act	Can-Act	Can-Act	Can-Act

7.1. GOVERNMENT REMITTANCE FORMS AVAILABLE IN ACCÈSD AFFAIRES

These electronic forms are only for use by businesses operating in Quebec.

English name	French name	Form number
Federal		
Source Deductions Arrears Remittance Voucher	Versement d'arriérés de retenues à la source	(PD7D)
Current Source Deductions	Retenues à la source courantes	(PD7A, PD7A(TM), PD7A-RB, RC107)
Instalment Payments Made by Individuals	Acomptes provisionnels des particuliers	(INNS3)
Corporation Income Tax - Interim Payments	Impôt des sociétés – paiements provisoires	(RC97, RC98, RC99, RC100, RC160)
Corporation Income Tax – Amount owing	Impôt des sociétés – montant dû	(RC159)

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English name	French name	Form number
Provincial		
Instalment Payments Made by an Individual	Acomptes provisionnels d'un particulier	(TPZ-1026-A)
Income Tax, Tax on Capital or Compensation Tax Paid by Corporations	Impôt sur le revenu, taxe sur le capital ou taxe compensatoire pour une société	(COZ-1027.R, COZ-1027.S)
Source Deduction and Employer Contribution	Retenues et cotisations de l'employeur	(TPZ-1015-R.14.1, 14.2, 14.3, 14.4)
QST	TVQ	(VDZ-471)
GST/HST	TPS/TVH	(FPZ-34, FPZ-34.IF)
GST/HST-QST	TPS/TVH-TVQ	(FPZ-500, FPZ-500. AR, FPZ-500.IF)
GST/HST-QST Instalments	Acomptes provisionnels TPS/TVH-TVQ	(FPZ-558)
Support Payments	Pension alimentaire	(PPA-101)
Summary of Source Deductions and Employer Contributions	Sommaire des retenues et des cotisations de l'employeur	(RLZ-1.S)
Tax on Insurance Premiums	Taxe sur les primes d'assurance	(VDZ-527)
Specific Duty on New Tires	Droit spécifique sur les pneus neufs	(VDZ-541.49)

7.2.   MAKING GOVERNMENT REMITTANCES IN ACCÈSD AFFAIRES

Important! The primary administrator must add the forms to your company's AccèsD Affaires file before they can be used. Refer to the Adding, changing or deleting a government return form section for the procedure.

Making a remittance

If your declaration results in a payment (an amount payable or due), the *Government remittances – Step 3: Select frequency, date and source account* page will open once you've completed the form. For more information about payment frequencies, see the *Technical information* at the end of this section.

The payment amount is automatically entered next to the corresponding remittance in the Amount column. To complete the transaction :
1.   Select the frequency of the remittance under the *Frequency and date* column.
2.   Select the account to be debited for the payment.
3.   Click on *Validate*.
4.   Check the information on the *Confirmation page* and click on *Confirm*.

Refund requests and zero balances

Use these forms to submit a request for refund to the Quebec provincial government:
•   GST/HST-QST (form FPZ-500)
•   GST/HST (form FPZ-34)
•   QST (form VDZ-471)

Note : Federal government refund requests and zero balance forms cannot be completed through AccèsD Affaires. Go to the Canada Revenue Agency website for more information.

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Once you've filled out the declaration form and clicked on *Calculate* and *Validate*, the *Step 3: Submit the form* screen will open. To choose when to submit the form and complete the transaction :
1.   Select the frequency under the Frequency and date column
2.   Click on Validate.

You will automatically be redirected to the Government Remittance page where a confirmation message will appear at the top of the page.

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

- Partial government remittance payments cannot be made through AccèsD Affaires. However, partial payments are accepted through the Revenu Québec website in collaboration with Desjardins.

- Payments must be made in their entirety from a single account.

- The payment date must not be more than 90 days after the current date.

- If your company is registered for ClicSÉQUR and you have already completed your return on Clic Revenu, use the bill payment service to make your payment.

- The AccèsD Affaires Cash Management service allows you to handle transactions requiring two signatures by granting signing rights to authorized signatories. You can require two signatures for transactions over a given amount.

- Instalment payments cannot be made before March of each year. For example, if a company wants to make its instalment payments in January 2015 for 2016, it must wait until March 2015 to make a payment

Payment frequencies for government remittances
Government tax payments cannot be carried out on a recurring basis.

Frequency	Description
Provincial	
Monthly	The current month and three previous months.
Weekly or bi-monthly	The current month or previous month.
Quarterly	The current month or four months earlier, at most.
Annually	Remittance dates are usually from January 1 to December 31. Companies have up to four months after December 31 to make their remittance.
Federal	
The frequency option is not available. Companies must enter the month and year of the payment.	

Desjardins remittance forms

Processing times to avoid government late fees or interest	
Government remittances made online :	Processing dates
Monday to Thursday before 9:30 p.m.	Same day
Monday to Thursday, after 9:30 p.m.	Next day
Friday to Saturday before 6:30 p.m.	Friday
From Saturday after 6:30 p.m. to Sunday at 11:59 p.m.	Monday

Can Act (TELUS) Government remittances[1]

Processing times for Can-Act (TELUS) government remittances			
Day payment is entered in AccèsD Affaires	*Debited from folio and recorded in member's statement	TELUS sends payment to provincial governments	TELUS sends payment to federal government
Monday before 11:59 p.m.	Tuesday	Tuesday	Tuesday
Tuesday before 11:59 p.m.	Wednesday	Wednesday	Wednesday
Wednesday before 11:59 p.m.	Thursday	Thursday	Thursday
Thursday before 11:59 p.m.	Friday	Friday	Friday
Friday, Saturday, Sunday	Monday	Monday	Monday

Note : For income tax, tax on capital and compensation tax paid by a corporation, you cannot choose a frequency of remittance. Only the taxation year is validated, and it must be the current year, or the one before or after. For example, in 2015, the company can enter 2014, 2015 or 2016.

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 forms to your file, have your paper forms on hand so you can 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 those assigned to your company. To be safe, please verify that your very first payment has been 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.

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1   TELUS guarantees that the date the payment is withdrawn from the client's account is recognized by both provincial and federal departments as the official date the payment is received.

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7.3. ADDING, MODIFYING OR DELETING A GOVERNMENT RETURN FORM IN ACCÈSD AFFAIRES

Adding a form to your AccèsD Affaires business file

The primary administrator must save the remittance form in your AccèsD Affaires file and customize it to include company identification information. The form can then be used to send remittances and returns.

The information entered in the Company name field will appear on all Canada Revenue Agency (CRA) remittance forms. The CRA requires this information on all returns sent to them. This field only needs to be filled out once, and will appear on all subsequent forms.

When you're finished, click on Validate. The form will be saved in your business file for future use.

Note : The company can have several different company names in one AccèsD Affaires account.

Provincial : The company name used to register for AccèsD Affaires will be the one that appears on government remittance forms. The company name cannot be modified and is not relevant for the Ministère du Revenu du Québec (MRQ), because it only receives company identification and file numbers.

Federal : The company name can be modified and is transmitted to the federal government..

Modifying a form

The primary administrator can only modify the frequency and description of forms that are already on the list. No remittance can be initiated or pending. Because the government determines the frequency of its remittances, we recommend obtaining authorization before making any changes.

Besides changing the frequency, for all other changes, delete the form from the list and add a new one. See the following sub-sections: Deleting a form and Adding a form to your AccèsD Affaires business file.

Deleting a form

1. From *Profile and preferences* button, select *Government Remittances*.
2. Click on *Change list of government remittance forms*.
3. Select the remittance to delete from the list.
4. Click on *Delete*.

Note: Any deferred payments programmed for this form will be carried out as scheduled.

Viewing a pending government remittance

To check that a government remittance has been programmed successfully:
1. From the *Payment* tab, select *Government Remittances*.
2. Select the form under the *Pending remittances* column, then click on *List* at the bottom.

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7.4. FORMS AVAILABLE IN CAN-ACT

Form name	Form number
Federal - Canada	
Federal - GST/HST Return	(GST34)
Federal Payroll Deductions - Weekly (Thres.2)	(PD7A)*
Federal Payroll Deductions twice monthly (Thrs.1)	(PD7A)*
Federal Payroll Deductions - Monthly	(PD7A)*
Federal - Excise Duty	
Air Traveller's Security Charge	
Federal - Personal Tax Installments	(T7DR)*
Federal - Corporation Tax Payments	*
Federal - GST/HST Payment*	(GST-P)*
Federal - Non-Resident Withholding Tax-Part XIII	
Federal - Excise Tax	
Provincial - Quebec	
Quebec Corporate Remittance Income Tax	(COZ-1027.R)*
Quebec Personal Installment Remittance	(TPZ-1026.A)*
Quebec GST Installment	(FPZ-58)*
Quebec Combined GST + QST Installment	(FPZ-558)*
Quebec QST Installment	(VDZ-458.0.1)*
Quebec Notice of electronic payment	
Quebec Specific Duty on New Tires	(VDZ-541.49)*
Quebec - CSST Payment	(TPZ-1015.R.14.5)*
Quebec Collection of Support Payments	(PPA-101)*
Quebec Combined GST + QST Remittance	(FPZ-500)*
Quebec GST Remittance	(FPZ-34)*
Quebec QST Remittance	(VDZ-471)*
Quebec Payroll Source Deductions - Twice Monthly	(TPZ-1015.R.14.2)*
Quebec Payroll Source Deductions - Weekly	(TPZ-1015.R.14.3)*
Quebec Payroll Source Deductions - Monthly	(TPZ-1015.R.14.1)*
Quebec Payroll Source Deduction - Quarterly	(TPZ-1015.R.14.4)*
Quebec Tax on Insurance Premiums	(VDZ-527)*
Provincial - Alberta	
Alberta Finance - 911 Levy	
Alberta Finance - Corporate Income Tax	(AT 1)
Alberta Finance - Fuel Tax - Railway Companies	(AT 363)
Alberta Finance - Fuel Tax Collectors	(AT 362)
Alberta Finance - Health Costs Recovery	(AT 252)

* Not available in CAN-ACT for members of the following institution: 815 (Quebec)

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Form name	Form number
Provincial - Alberta	
Alberta Finance - Insurance Corporations Tax	(AT 2095)
Alberta Finance - International Fuel Tax (IFTA)	(AT 2059)
Alberta Finance - Propane Tax Collectors	(AT 360)
Alberta Finance - Tobacco Tax	(AT 300)
Alberta Finance - Tourism Levy	(AT 317)
Alberta Finance - Unclaimed Property Program	
Alberta Teacher's Retirement Payment	
Alberta Teacher's Association Payment	
Alberta School Employee Benefit Payment	
Alberta School Employee Health Spending Account	
Provincial - Nova Scotia	
WCB of Nova Scotia Premium	(W1-B)
Provincial - Ontario	
Family Resp. Office - Ontario Payment	
Ontario Corporation Tax	(0626)
Ontario Employer Health Tax	(1334)
Provincial - Prince Edward Island	
PEI - Fuel Tax Return	
PEI - Wholesale Tobacco Vendors Return	
PEI - Financial Corporation Capital Tax Annual	
PEI - Financial Corporation Capital Tax Monthly	
PEI - Property Tax Payment Remittance	
PEI - GeoLinc Plus Payment Remittance	
PEI - 911 Cost Recovery Fee Return	
PEI - Vendor Return - Revenue Tax (PST)	
PEI - Vendor Return - Environment Tax	
Provincial - British Columbia	
British Columbia Social Service Tax	(FIN400)
Provincial - Saskatchewan	
Saskatchewan Provincial Sales Tax	(FI-1241)
Saskatchewan Liquor Consumption Tax	(FI-1244)
Saskatchewan Retailer Tobacco Tax	(FI-1243)
Saskatchewan Wholesale Tobacco Tax	
Saskatchewan Fuel Tax 10A	(FI-1242)
Saskatchewan Corporate Capital Tax Installment	(FI-1245)

* Not available in CAN-ACT for members of the following institution: 815 (Quebec)

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7.5. REGISTERING FOR THE CAN-ACT GOVERNMENT REMITTANCE SERVICE

The primary AccèsD Affaires administrator must register for Can-Act, and then all users with access to bill payment and government remittance services will have access to Can-Act.

Define the list of accounts by selecting up to 20 accounts registered in AccèsD Affaires. Note that all users registered for Can-Act have access to these accounts regardless of their access rights on AccèsD Affaires. Accounts from institutions 815 (Quebec) and 829 (Ontario) are eligible; however, they must be Canadian business chequing or savings accounts.

7.6. ADDING, EDITING OR REMOVING A CAN-ACT PAYMENT TYPE

Adding a payment type
To use the Can-Act government payment service, the primary administrator must define the eligible payments for this service.
1. On the *Can-Act forms* page, choose the form from the *Which payment type would you like to add* drop-down menu.
2. Click on *Next*.
3. Enter the information for the payment type and click on *Add this payment type*.

Editing a payment type
1. From the *Can-Act forms* page, select the payment from the main menu.
2. Click on *Edit Payment Type*.
3. Edit the information.
4. Click on *Save Changes*.

Removing a payment type
Before removing a payment type, you must delete all scheduled payments associated with it. To completely remove a payment type:
1. Select the payment from the *Can-Act forms* main menu.
2. Click on *Remove Payment Type*. If there are several payments of this type, select the one you want and click on *Remove Payment Type*.
3. When asked if you want to remove the account, click on *OK*. A confirmation page will appear.

7.7. MAKING A CAN-ACT PAYMENT OR FILING A RETURN

In AccèsD Affaires :
1. From the *Payments* tab, select *Government Remittances*, then **Can-Act** forms. A list of your accounts will be displayed. Only the primary administrator can edit the list.
2. Click on *Confirm* to access Can-Act.

In Can-Act :
1. Select a payment type.
2. Click on *Make a payment*.
3. Enter the information required. Do not use spaces or commas when entering an amount. For example, enter $10000 and not $10,000 or $10 000. You may only enter positive amounts, although calculations may result in a negative amount and your company may be eligible for a refund.
4. Click on *Pay*.

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5. Check the information and click on *Confirm*.

The confirmation page lists the payment details, a confirmation number and a confirmation security number. We recommend printing this page for use when contacting TELUS customer service.

If a transaction is pending approval, the confirmation number will be provided once all required approvers have authorized the transaction.

Payments can be future dated for the next business day at the earliest. Can-Act debits your account within two business days following the transaction.

Remittances made through Can-Act are listed on your statement with the code WGC, along with a description and transaction confirmation number.

7.8. CANCELLING A CAN-ACT PAYMENT

Payments scheduled for the following day can be cancelled as long as you do so before 11:59 p.m. If a payment is processed by mistake, you can cancel it by calling TELUS customer service at 1-800-206-9444.

1. From the main menu, click on *View/Cancel Future Dated Transactions*.
2. Enter the search criteria (if applicable) and click on *View Transactions*.
3. Click on the transaction to cancel.
4. Click on *Cancel this transaction*.

Payments pending approval or only partially approved can be cancelled by a single authorized approver without additional authorization. The same number of approvers are required to cancel a payment that has been fully approved and is listed as "To be processed," as were required to approve a payment.

Note: Any payment transaction not approved for cancellation by the required number of approvers will be completed as scheduled.

7.9. AUTHORIZING AND SIGNING CAN-ACT PAYMENTS

If your company is registered for the Cash Management service's two-signature option on AccèsD Affaires, all folios will be registered for the two-signature option on Can-Act, even those requiring only one signature.

Can-Act features
- One or two authorization signatures
- The same limit after which authorization is required
- The same authorized signatories

Two differences
- If you have selected the two-signature option for your AccèsD Affaires file, the double signature will apply to all Can-Act payments, even if the source account doesn't require two signatures at the caisse (AccèsD Affaires requires two signatures only for payments made from two-signature accounts).
- In Can-Act, two signatures are required when payments are created or removed (AccèsD Affaires requires two signatures for new payments only).

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The two-signature information in your AccèsD Affaires file is transmitted each time you log on to Can-Act. If you have your caisse change it on AccèsD Affaires, the Can-Act two-signature setting will be affected.
If a payment is filed over the two-signature limit, the payment will be placed on hold pending signature (see *Transaction Approval* section):
- If the user who created the payment is an authorized signatory, only one other signature is required.
- If the user who created the payment is not an authorized signatory, the payment will require two signatures.

7.10. APPROVING AND CANCELLING CAN-ACT PAYMENTS

Approving remittances
To authorize remittances in the *Transaction Approval* section, signatories must click on the remittance link to get the details. The approval status will be displayed:
- Pending approval (0/2), pending approval (1/2)
- Pending cancellation (0/2), pending cancellation (1/2)
- Expired (payment period is expired; transaction will not be completed).

The signatory must then click on *Approve* to authorize the remittance. When the second approver authorizes a payment, a confirmation page with a confirmation number will appear.

Note: The *Approve* button does not appear for users who are not authorized signatories, or for signatories who have already approved a transaction. Make sure that transactions pending approval are approved before the scheduled payment date or they will not be completed.

Cancelling a remittance
Cancelling or approving a remittance requires the same number of authorizations. To delete a remittance, the signatory must click on the *Cancel This Transaction* button on the payment detail page.

Note: Any payment transaction not approved for cancellation by the required number of approvers will be completed as scheduled.

7.11. SEARCHING FOR CAN-ACT TRANSACTIONS

Searching for a scheduled transaction
In the *View/Cancel Future Dated Transactions* section, you have the option of entering search criteria. Click on a transaction for details. Click on the *Audit* button to track a transaction; click on *Cancel This Transaction* to cancel it.

Searching for a transaction in the history
In the *View/Cancel Future Dated Transactions* section, you have the option of entering search criteria. Click on a transaction for details.

Transaction histories are available online for 13 months.

7.12. CAN-ACT SUPPORT

Check the Can-Act help page at any time to find out when:
- To enter a remittance
- A remittance was completed

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- A government received a payment

At registration, the Can-Act system assigns a user code for the company and a code for each of the company's users. Use these codes, listed in the top right corner of most Can-Act pages, when contacting TELUS customer service.

If you have any questions, call TELUS customer service at 1-800-206-9444.

Can-Act transaction statuses :

Status	Description
Processed	Transaction completed
Cancelled	Original transaction cancelled
To be processed	Transaction scheduled for a later date. Does not require authorization.
Pending approval (0/2), (1/2) or (0/1)	Transaction scheduled for later date. Requires approval from one or more users.
Pending cancellation (0/2), (1/2), or (0/1) or Cancellation Request	Request for cancellation of original request.
Expired or Transaction failed	The approval period for the transaction has expired.
Cancellation Failed	Failed to cancel transaction.
Returned item	Item has been returned by your financial institution -> Not processed.
Returned Item Audit Record	Details of the returned item.

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