

# Should I Register with Revenu Québec?

[revenu.gouv.qc.ca](http://revenu.gouv.qc.ca)

This publication  
is available  
on our website.



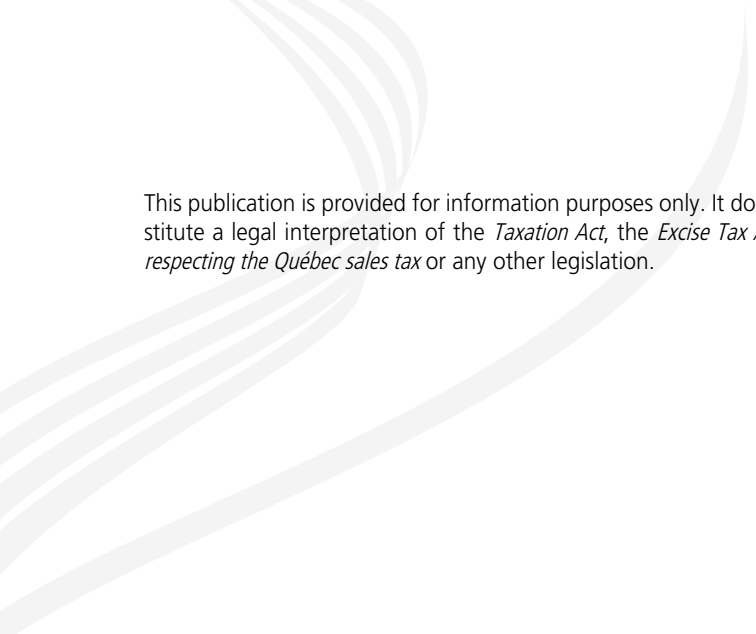
**Revenu Québec**

Ensuring the funding of public services

Providing for the future of our society

**Canada** 

**Québec** 



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

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## Should I Register with Revenu Québec?

We collect income tax and consumption taxes on behalf of the Québec government. Employers and businesses, acting as agents of Revenu Québec, must collect taxes and contributions on our behalf under various laws. Therefore, they must register with Revenu Québec.

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 online services are designed to help you fulfill your tax obligations more easily and efficiently. You may also use these services to consult your tax file. To register, go to our website at **[www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca)**. You may consult information adapted to your type of business under **Business** and **Citizens** on our website.

The table to the right lists the various registration methods. After you have registered, we may contact you for additional information.



| Files                               | Online registration <sup>1</sup> | Registration in person or by mail                        |                                       |                                                                    | Registration by telephone |
|-------------------------------------|----------------------------------|----------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------|---------------------------|
|                                     |                                  | <i>Application for Registration (LM-1-V)<sup>2</sup></i> | <i>Permit Application<sup>2</sup></i> | <i>Application for a Licence and Decals (CA-500-V)<sup>2</sup></i> |                           |
| GST and QST                         | X                                | X                                                        |                                       |                                                                    |                           |
| Source deductions                   | X                                | X                                                        |                                       |                                                                    | X                         |
| Corporation income tax              | X                                | X                                                        |                                       |                                                                    |                           |
| <b>Other taxes and activities</b>   |                                  |                                                          |                                       |                                                                    |                           |
| Tax on insurance premiums           | X                                | X                                                        |                                       |                                                                    |                           |
| Specific tax on alcoholic beverages | X                                | X                                                        |                                       |                                                                    |                           |
| Tobacco tax                         |                                  |                                                          | X<br>(TA-6.1-V)                       |                                                                    |                           |
| Fuel tax                            |                                  |                                                          | X<br>(CA-27.1-V)                      |                                                                    |                           |
| International Fuel Tax Agreement    |                                  |                                                          |                                       | X                                                                  |                           |
| Tax on lodging                      | X                                | X                                                        |                                       |                                                                    | X                         |
| Specific duty on new tires          | X                                | X                                                        |                                       |                                                                    | X                         |
| Municipal tax for 9-1-1 service     |                                  | X                                                        |                                       |                                                                    |                           |
| Logging operations                  | X                                | X                                                        |                                       |                                                                    |                           |
| Public utilities                    | X                                | X                                                        |                                       |                                                                    |                           |
| The clothing industry               | X                                | X                                                        |                                       |                                                                    |                           |

1. The **Registering a New Business for Revenu Québec Files** online service is available on our website under **Online Services, Forms and Publications**.
2. These forms are available on our website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca). You may also order them online or by telephone at one of the numbers on the back of this publication.



# GST and QST

## General rules

Persons who carry on commercial activities in Canada must register for the goods and services tax<sup>1</sup> (GST). 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. If you register for the GST, you must register for the QST.

Under an agreement between the federal and Québec governments, we administer the GST in Québec. We therefore receive and process GST registration applications made by persons carrying on commercial activities in Québec. 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. Such persons cannot register for the GST and the QST. Nor can a business that supplies exempt property or services.

**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. You are considered a small supplier if the total of your and your associates' taxable sales (including zero-rated sales) made

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1. Québec businesses that are registered for the GST/HST must collect HST on the sales they make in participating provinces (New Brunswick, Nova Scotia, Newfoundland and Labrador, Ontario and British Columbia). However, the term "HST" is not systematically used throughout this brochure. The term "GST" is used to mean "GST/HST," unless otherwise specified.

worldwide during the four preceding calendar quarters does not exceed \$30,000. This amount is \$50,000 for public service bodies (that is, non-profit organizations, charities, municipalities, school authorities, hospital authorities, public colleges and universities). A special rule applies to charities and public institutions. For further information, contact us.

Persons registered for the GST are also registered for the harmonized sales tax (HST), which applies in New Brunswick, Nova Scotia, Newfoundland and Labrador, Ontario and British Columbia. The HST must be collected by businesses 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 the Revenu Québec website at **[www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca)**.

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 GST and QST, such as

- residential leases of at least one month;
- most sales of residential complexes that are not new;
- most health-care, educational, child-care 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).

## 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;
- not resident in Québec (Canada, in the case of the GST) and charge admission to the public for activities or events that take place in Québec (Canada, in the case of the GST).

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

## QST registration rules

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

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

- sell tobacco products 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*;
- lease new tires or sell them at retail;
- sell or lease new or used road vehicles for a period of 12 months or more.

You are also required to register for the QST if you sell financial services. However, you do not have to register if you are considered a small supplier.



Certain listed financial institutions may register for the GST. Contact us for more information.

If you carry on commercial activities in Québec but are not resident in Québec, contact us.

## **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 who are not resident in Canada and who 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 in the course of carrying on their business.

## **When to register for the QST**

You must apply for registration under the QST system before the day on which 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.

Persons engaged in the retail sale of tobacco products, fuel, new tires or road vehicles, or in the sale of alcoholic beverages, and persons who are not resident in Québec and who charge admission to the public must also apply for registration before the day on which they make their first taxable sale in Québec.

Taxi firms must apply for registration before they make their first taxable sale in Québec in the course of carrying on their business.



## Source deductions

If you are an employer, we will assign you a number to confirm your registration for source deduction purposes when you apply for registration or make a first payment 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 Workforce Skills Development and Recognition Fund and the financing of the Commission des normes du travail;
- remit the compensation tax to us, if you are a specified financial institution other than a corporation.

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



## Corporation income tax

If your business is incorporated, we will assign you a number for income tax purposes. This number facilitates processing of the income tax return that all corporations are required to file if they have an establishment in Québec. A number is assigned to you when you register for corporation income tax or with the enterprise register (if you have a Québec charter). Otherwise, your number will be assigned when you file your first corporation income tax return.

## 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. In this case, you may be required to register for the tax on insurance premiums. To verify whether you must register, contact us by calling one of the numbers given at the back of this publication.

### **Specific tax on alcoholic beverages**

If you produce, sell or import wine, beer, cider or any other alcoholic beverage, you must notify us.

## **Tobacco tax**

If you are a collection officer, an importer, a manufacturer, a storer or a carrier of tobacco, you must notify us and hold a permit for each activity carried on in Québec.

For further information on the application of the *Tobacco Tax Act*, 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, a storer of bulk fuel (where the fuel is stored in an establishment other than a service station) or a carrier of bulk fuel, you must notify us and 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, fuel that is subject to the tax with another petroleum product that is not subject to the tax. However, a permit is not necessary for commercial activities related exclusively to propane or natural gas.

For further information about the application of the *Fuel Tax Act*, 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.

## Tax on lodging

You are required to collect the tax on lodging if you operate a sleeping-accommodation establishment (such as a hotel or a bed and breakfast) located in a tourism region<sup>1</sup> in which this tax applies. You must apply for registration for the tax on lodging before you collect this tax for the first time. In your application, you must identify each establishment that you own in a region in which the tax applies.

## Specific duty on new tires

You are required to collect the specific duty on new tires if you make retail sales of new tires<sup>2</sup> or of road vehicles equipped with new tires, or if you lease, on a long-term basis, road vehicles equipped with new tires. You must notify us before collecting the specific duty on new tires for the first time.

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1. A list of tourism regions in which the tax applies is available under **Businesses** on Revenu Québec's website.
  2. New tires are subject to the duty if they have a rim diameter not exceeding 62.23 cm (24.5 inches) and an overall diameter not exceeding 123.19 cm (48.5 inches).

## **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.

## **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 cutting timber or transporting forest products.

## **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

We invite you to visit our website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca).



### By telephone

#### Hours of availability for telephone service

Monday, Tuesday, Thursday

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

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

#### Individuals and individuals in business

Québec City

**418 659-6299**

Montréal

**514 864-6299**

Elsewhere

**1 800 267-6299** (toll-free)

#### Businesses, employers and agents for consumption taxes

Québec City

**418 659-4692**

Montréal

**514 873-4692**

Elsewhere

**1 800 567-4692** (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 services  
à la clientèle des particuliers

Revenu Québec

C. P. 3000, succursale Place-Desjardins

Montréal (Québec) H5B 1A4

#### Québec and other regions

Direction principale des services  
à 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 and Outaouais**

Direction principale des services  
à la clientèle des entreprises

Revenu Québec

C. P. 3000, succursale Place-Desjardins

Montréal (Québec) H5B 1A4

#### Québec and other regions

Direction principale des services  
à la clientèle des entreprises

Revenu Québec

3800, rue de Marly

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Cette publication est également disponible en français et s'intitule *Dois-je m'inscrire aux fichiers de Revenu Québec?* (IN-202).

**Revenu**

**Québec**



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