

# Checklist

Everything you need to know  
before applying for Québec Parental  
Insurance Plan benefits



## ✓ When to apply for benefits

You can apply for benefits when your remuneration ends, that is:

### Salaried worker

- when your usual weekly salary drops by at least 40% or when you stop working

### Self-employed worker

- when you reduce the time spent on your business activities by at least 40%

### Worker who is both salaried and self-employed

- when your usual weekly salary drops by at least 40% and when you reduce the time spent on your business activities by at least 40%

### *The benefit period may begin no sooner than:*

**Maternity benefits:** the 16th week before the expected week of delivery

**Paternity benefits:** the week the child is born

**Parental benefits:** the week the child is born

### **Adoption benefits:**

Adoption in Québec: the week the child comes into the care of one of the parents

Adoption outside Québec: two weeks before the week the child comes into the care of one of the parents

# ✓ Required information

## When applying for benefits

Gather the following information:

- Social insurance number of the parent applicant, the other parent and the spouse, if applicable
- Date of birth of the parent applicant, the other parent and the spouse, if applicable
- Expected date of delivery and date of birth of the child, if the birth has already occurred
- Arrival date of the child into the care of one of the parents for the adoption
- Financial institution and bank account information to take advantage of the benefit direct deposit option
- Remuneration end date:

### Salaried worker

- The date when you stopped working or the date when your usual weekly salary dropped by at least 40%

### Self-employed worker

- The date when you stopped your business activities or the date when you reduced the time spent on your business activities by at least 40%

### Worker who is both salaried and self-employed

- The date when your usual weekly salary dropped by at least 40% and when you reduced the time spent on your business activities by at least 40%

- Income information

### Salaried worker

If you received a **salary on a regular basis** during the 26 weeks preceding the benefit start date:

- the amount of your gross weekly salary

If you received a **salary on an irregular basis** during the 26 weeks preceding the benefit start date:

- the number of records of employment that you have for the 52 weeks preceding the benefit start date
- the dates of the calendar weeks (from Sunday to Saturday) during which, although employed, you did not work and were not paid

### Self-employed worker

If you received business income in the calendar year **preceding** the year when your benefits begin:

- the income amount you entered or will enter on lines 22 to 26 of Schedule L of your Québec income tax return for the calendar year preceding the year when your benefits begin

If you start up your business in the calendar year when your benefits **begin**:

- an **estimate** of your income for the calendar year when your benefits begin, according to lines 22 to 26 of Schedule L of your Québec income tax return

### Worker who is both salaried and self-employed

If you received business income in the calendar year **preceding** the year when your benefits begin:

- the income amount you entered or will enter on lines 22 to 26 of Schedule L and on line 101 of your Québec income tax return for the calendar year preceding the year when your benefits begin

AND

- your usual weekly gross salary for the 52 weeks preceding the benefit start date and the dates of the calendar weeks (from Sunday to Saturday) during which, although employed, **you did not work and were not paid**

If you start up your business in the calendar year when your benefits **begin**:

- an **estimate** of your income for the calendar year when your benefits begin, according to lines 22 to 26 of Schedule L of your Québec income tax return
- an **estimate** of the amount entered on line 101 of your Québec income tax return for the calendar year when your benefits begin

AND

- your usual weekly gross salary for the 52 weeks preceding the benefit start date and the dates of the calendar weeks (from Sunday to Saturday) during which, although employed, **you did not work and were not paid.**

## ✓ Required documents

Make sure to get:

- your *Record of Employment* (official document provided by your employer)

And, depending on your situation, make sure you also get:

- a medical certificate to confirm the number of weeks of pregnancy, when the pregnancy was interrupted
- proof of your immigrant status (e.g. *Record of Landing* (IMM 1000), *Confirmation of Permanent Residenc* (IMM 5292))
- power of attorney for those applying on behalf of a deceased person's succession or on behalf of a person who is incapable of managing his or her affairs.

Other documents may be requested to confirm the information in your file. To facilitate and speed up processing of your benefit application, it is important that you provide these documents quickly when we request them.

## ✓ Benefit plans

Choose one of two options as to the duration of leave and the amount of benefits:

- basic plan
- special plan

Once you have submitted your application, **you cannot change benefit plans.**

For this reason, it is important that you determine the best plan for your needs before applying for benefits. We suggest that you use the **SimulRQAP** benefit calculator available on the QPIP website to get an estimate of the benefit amount to which you could be entitled, depending on the plan.

Please note that the choice of benefit plan applies to both parents.

## ✓ Submitting your application

Submit your application in the calendar week (from Sunday to Saturday) during which you wish to start receiving benefits. You cannot submit your application in advance.

You could be granted benefits for weeks prior to the week when you submitted your application. In this case, however, the maximum number of weeks granted is three weeks before the application submittal date.

### **If you apply for benefits online:**

The application submittal date is the date you transmit your application.

### **If you apply for benefits by telephone:**

The application submittal date is the date the customer service centre receives your dated, signed application.

### *Important*

#### **Record(s) of employment**

You don't have your record(s) of employment on hand? You should still submit your application.

#### **Maternity benefits**

Don't delay in submitting your application for maternity benefits after your child is born; otherwise, you could lose weeks of benefits. Maternity benefits end 18 weeks after the birth week.

#### **Indemnities from the Commission de la santé et de la sécurité du travail (CSST)– Precautionary cessation of work**

Please take note that you can submit your application starting four weeks before the expected week of delivery. This is because the Commission de la santé et de la sécurité du travail (CSST) will stop paying you indemnities as of that time if you are eligible for Québec Parental Insurance Plan benefits.

## Online services

You can use our website at any time to:

- Apply for benefits
- Track your file's progress
- Make changes to your file

To use the Québec Parental Insurance Plan online services, you must have a clicSÉQUR ID.

clicSÉQUR is the Québec government authentication service allowing you to use a user-specific ID to access the online services of participating Québec government departments and agencies.

You can sign up for our online services any time even if you applied for benefits by telephone with the help of a customer service centre officer.

If you already have a clicSÉQUR ID, you can access the online services available on our website ([www.rqap.gouv.qc.ca](http://www.rqap.gouv.qc.ca)).

If you do not have a clicSÉQUR ID, you must sign up with Revenu Québec. To do so, have the following information on hand:

- Your social insurance number
- Your Revenu Québec access code (6 digits). If you do not have this code and want to obtain it, you will be required to provide the amount entered on line 199 of your Québec income tax return
- The notice of assessment number you received after filing your last Québec income tax return (11 letters and digits)

When Revenu Québec has confirmed your identity, you can obtain a user ID and password that will allow you to access the Québec Parental Insurance Plan online services. You will need your user ID and password every time you want to consult your Québec Parental Insurance Plan file online.

## *Online transmission*

Make sure to:

- check the accuracy of the information you provide  
After entering the information in your online application, you may view it in full to check the information given.
- submit your application  
A “Submit” button appears at the bottom of the online application form. Before clicking, you must accept the solemn affirmation.
- obtain a submittal confirmation number  
When you submit your application, a confirmation number automatically appears. Keep this number as it confirms that your benefit application form was sent to the Québec Parental Insurance Plan. If the confirmation number does not appear, it is likely because you forgot to click on the “Submit” button.

## Processing time

Use the **Internet** so that we can begin processing your online benefit application **sooner**.

If you choose **regular mail** as your preferred means of communication with our customer service centre, please factor in the mailing time in addition to the processing time.

To speed up the processing of your file, make sure you provide all required **information** and **documents** before the **specified deadline**.

Take advantage of our safe, practical, rapid direct deposit service.

Don't forget to consult **your file online** to track progress, make changes, and find out the benefit payment dates any time of day or night.