

REVENU QUÉBEC

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



*Clic Revenu for Businesses  
and Individuals in Business*

**Electronic services**  
*at your fingertips!*



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Québec 

Clic Revenu electronic services are intended for use by businesses and individuals in business that wish to fulfil their various obligations towards Revenu Québec more simply and efficiently. They provide greater accessibility to Revenu Québec's services and faster processing.

Clic Revenu electronic services, which are available on Revenu Québec's Web site, are free of charge and require minimal computer configurations. Furthermore, by using the latest technology and equipment, Revenu Québec's site ensures maximum security and safeguards the confidentiality of the fiscal and financial data in transit.



## **Advantages of Clic Revenu**

- Immediate access to an impressive amount of information
- More time to fulfil fiscal obligations, since mailing is no longer necessary
- Savings, since there are no postage expenses
- Electronic services adapted to modern ways of doing business
- Access to services 24 hours a day, 7 days a week, from any computer
- Safeguard of access to tax files by means of passwords
- No travel, no waiting, no telephone calls, no delays
- Information that is easy to print out
- Choice of the date on which payment is to be debited
- Refunds received 10 to 14 days faster if registration for direct deposit has been completed and Clic Revenu is used to file returns



## Principal services available

Many electronic services are available through Clic Revenu, which is designed so that Revenu Québec's business clientele can intuitively locate needed information and complete all their transactions in the same environment.

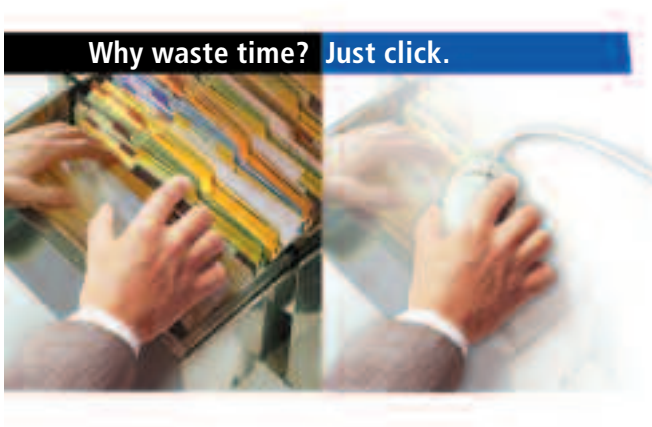
### Consulting your file

The file consultation service allows businesses access to extensive information concerning returns they have filed over the last five years with respect to:

- the Québec sales tax (QST)
- the fuel tax
- the tobacco tax
- the tax on alcoholic beverages
- the specific duty on new tires
- the tax on lodging
- the tax on insurance premiums
- source deductions and employer contributions

It is also possible to access data on support-payment deductions and payments made.

The income tax returns of corporations whose fiscal period ends after April 29, 2005, may also be consulted.



All transactions with Revenu Québec appear in the file, whether the forms were filed on paper or by Internet, and whether payments were made by cheque, through a participating financial institution or using Clic Revenu electronic services. However, only support-payment deductions remitted using Clic Revenu electronic services can be consulted in the file.

## **Filing returns and RL slips online**

To further simplify the task of businesses and reduce the risk of mistakes, Clic Revenu electronic services enable businesses to file the following:

- returns respecting the various consumption taxes
- source deductions and employer contributions returns
- RL-1 slips
- the *Summary of Source Deductions and Employer Contributions* (form RLZ-1.S-V)

Once completed, these documents may show a credit balance, debit balance or nil balance.

Clic Revenu electronic services can also be used to keep track of support-payment deductions.



## **Electronic payments**

Various payments can be made using Clic Revenu electronic services (payments of source deductions, support-payment deductions, consumption taxes, or payments related to the *Summary of Source Deductions and Employer Contributions*). There are two payment methods available.

### **Online payment**

Businesses that have an account at a caisse Desjardins or the National Bank of Canada can pay amounts owing to Revenu Québec by using Clic Revenu electronic services, which have direct links to the Web sites of these two financial institutions. This payment method will eventually be offered by other financial institutions.

### **Preauthorized debit**

Businesses can use Clic Revenu electronic services to pay amounts owing to Revenu Québec by having their accounts at one of the following participating financial institutions debited:

- National Bank of Canada
- Mouvement des caisses Desjardins
- Royal Bank of Canada
- Bank of Montreal
- CIBC
- Toronto-Dominion Bank
- ScotiaBank
- Laurentian Bank

To do so, businesses must complete and sign form LMW-2.DP-V, *Authorization Form (Business PAD)* – available following registration for Clic Revenu – and send it to Revenu Québec along with a void cheque.

Payments may be post-dated using either of these methods. However, businesses must authorize each payment since amounts are not debited automatically. Businesses that have their account at a non-participating financial institution must make their payments in person or by mail.

## **Managing powers of attorney for external specialists**

The external specialist's office must first be registered for Clic Revenu services. A management service for powers of attorney enables an external specialist, such as an accountant, a tax professional, a tax preparer or a bookkeeper, to consult the file of a client as soon as a power of attorney is granted. A specialist can therefore keep track of a client's file more easily.

The client must determine the scope of the power of attorney. A power of attorney may give a specialist access to information respecting consumption taxes, source deductions, support-payment deductions and corporation income tax; it may also allow the specialist to file tax and source deductions returns, and make electronic payments. The specialist can also prove to the client that a mandate has been completed by printing out Revenu Québec's acknowledgement of receipt.

## **Registering for specific accounts**

A business may register for different accounts of Revenu Québec, such as

- corporation income tax
- source deductions
- the goods and services tax (GST)
- the Québec sales tax (QST)

## **Change of address**

A business registered for Clic Revenu electronic services can also modify, add or delete an address in Revenu Québec's files. All of the addresses related to the business are indicated in its file.



## Registering for Clic Revenu

Businesses and individuals in business that wish to take advantage of Clic Revenu electronic services must first register online. Go to Revenu Québec's home page at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca). Then click on Registration, located under the title Services – Businesses. ■

### Principal electronic services

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Did you know?

#### Services – Businesses

Info | **Registration** | Access | Demo

#### Services – Individuals

Info | Registration | Access

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## Check out the online demo

On Revenu Québec's Web site, you will find a demonstration of selected Clic Revenu services. The demo is intended for businesses and individuals in business that are likely to transact with Revenu Québec by Internet. The demo shows that Clic Revenu electronic services are a fast, practical, efficient and secure means for businesses and individuals in business to fulfil their fiscal obligations. The guided tour takes about 10 minutes.

For further information, visit  
our Web site at

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

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