

## Election Respecting the GST/HST and QST Reporting Period

This form must be completed by any GST/HST and QST registrants that wish to modify their GST/HST and QST reporting period.

If the person is registered for the **QST only**, please disregard the information concerning the GST/HST. If the registrant is a **charity** or carries on activities related to the **garment industry**, see the "Special cases" section on page 3. If the registrant is a **listed financial institution**, see the "General rule" section on page 3.

GST/HST account number

..... **R T** .....

Québec enterprise number (NEQ)

.....

Identification number

..... **T Q** .....

File

### 1 Identification of the registrant

Name		Business name (if different)			
Mailing address			Province	Postal code	
Contact person	Title or position	Area code	Telephone	Extension	

### 2 Eligibility

Monthly

Quarterly

Annual

**Step 1** Check the box that corresponds to the current GST/HST and QST reporting period.




**Step 2** Enter the beginning and end dates of the fiscal year immediately preceding the first fiscal year for which the reporting period will be changed.

From ..... to .....

**Note:** If the registrant is a **charity**, check the appropriate box below (see the table in Step 4). Then go to Part 4.

**Step 3** Complete the work chart in Part 3, then enter the amount from line 13 in the space to the right.

**Threshold amount:** \$ .....

This amount is determined on the basis of taxable sales made in the above-mentioned fiscal period.

**Step 4** Check the box below that corresponds to the registrant's situation. Use the threshold amount indicated in Step 3 to determine the possible reporting period(s).

Registrants concerned	Check the appropriate box.	Threshold amount	Possible reporting periods		
			Monthly	Quarterly	Annual
<b>General rule</b> (for all registrants, except for special cases)	<input type="checkbox"/>	≤ \$1,500,000	X	X	X
		> \$1,500,000 but ≤ \$6,000,000	X	X	
		> \$6,000,000	X		
<b>Special cases</b> (For more information, see the "Special cases" section on page 3.)	Charity	<input type="checkbox"/>	Any reporting period can be chosen, and there is no threshold amount to be calculated.		
	Registrant who carries on activities related to the garment industry	<input type="checkbox"/>	The GST/HST reporting periods are the same as those under the <b>general rule</b> . However, the <b>QST</b> reporting period <b>must be monthly</b> .		

If the reporting period is annual, the net tax payable was \$3,000 or more for the previous year and the estimated net tax payable is \$3,000 or more for the current year, the registrant must make instalment payments for the current year. If the net GST/HST payable is less than \$3,000 and the net QST payable is \$3,000 or more, the registrant must make QST instalment payments even though GST/HST instalments are not required.



### 3 Threshold amount

Enter the registrant's total taxable sales for the previous fiscal year (include amounts paid or due).

Do not include amounts collected as GST/HST or as QST.

		1	
Amounts included on line 1 relating to:			
• goodwill	+	2	
• financial services	+	3	
• sales of real property	+	4	
• zero-rated exports	+	5	
• taxable supplies made outside Canada	+	6	
Add lines 2 through 6.	=	7	7
Subtract line 7 from line 1.	=	8	
Number of days in the fiscal year in question	÷	9	
Divide line 8 by line 9.	=	10	
	×		365
Multiply line 10 by 365.	=	11	
Taxable sales made by the registrant's associates (see the note below)	+	12	
Add lines 11 and 12. Carry the result to Step 3 in Part 2.	=	13	<b>Threshold amount</b>

**Note:** If the registrant is **associated** with one or more persons, you must calculate the threshold amount for each person, add the results obtained and enter the total on line 12 above.

### 4 Certification and election

The registrant elects to use the following GST/HST and QST reporting periods:

Monthly       Quarterly       Annual

**Effective date of the election** (Carefully read "Effective date of the election" and "Due date for filing the election" on the next page before specifying the date.):

I hereby certify that the information provided on this form is accurate and complete, that the registrant meets the eligibility requirements and that I am authorized to sign on the registrant's behalf.

First name and last name of authorized person (please print)	Signature	Title or position	Date
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Personal information with respect to the GST/HST is collected under the *Excise Tax Act* to administer tax, rebates, and elections. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions.

Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions.

Refer to Info Source at [canada.ca/cra-info-source](http://canada.ca/cra-info-source), Personal Information Bank CRA PPU 241.



## General Information

### Incorrect reporting period

The registrant must file GST/HST and QST returns in accordance with the reporting period assigned. If the actual threshold amount does not correspond to the amount indicated on the registrant's registration form and, as a result, the reporting period that Revenu Québec has assigned is incorrect, contact Revenu Québec to have the reporting period changed. (Do not use this form to change an incorrect reporting period.)

### General rule

The registrant may elect to change the reporting period to monthly, quarterly or annual, provided the eligibility requirements based on the threshold amount (see the table in Part 2) are met. The GST/HST and QST reporting periods will be the same and will apply to all of the registrant's branches and divisions.

Complete the work chart in Part 3 to determine the threshold amount. Next, consult the table in Part 2 to determine the reporting periods with respect to that amount.

Most registrants that are **listed financial institutions** are assigned an annual reporting period, which will remain in effect unless an election is made to modify it. To modify this reporting period, or any subsequent election of a reporting period, the listed financial institution must complete this form.

A listed financial institution can revoke a previous election by completing form FP-2620.1-V, *Revocation of the Election Respecting the GST/HST and QST Reporting Period of a Listed Financial Institution*. The listed financial institution will then be assigned an annual reporting period.

### Special cases

- If the registrant is a **charity**, the registrant may elect to have a monthly, quarterly or annual reporting period.
- If the registrant carries on activities related to the **garment industry**, its reporting period for the QST must be monthly. The registrant may elect to modify the GST/HST reporting period in accordance with the general rule (see the table on page 1).

### Effective date of the election

The election will take effect on:

- the day the person become a registrant;
- the first day of the person's fiscal year, if the person is already a registrant; or
- the first day of a fiscal quarter, if the election for annual filing ceases to be valid on the first day of that quarter (for example, the threshold amount exceeded \$1,500,000 in the person's second or third quarter) and the person is electing to file monthly instead of quarterly.

### Due date for filing the election

If the registrant is electing to change from quarterly to annual filing, file the election no later than three months after the beginning of the fiscal year in which the election is to take effect.

In the case of a new registrant, the election to change the reporting period must be made on or before the effective date of the person's GST/HST registration, if the election is to take effect on that day.

In all other cases, the election must be made no later than two months after the day the election is to take effect.

### Duration of the election

The new reporting period will remain in effect until the registrant elects to change it or until the threshold amount for a fiscal year or quarter exceeds the maximum for the reporting period chosen (see the table on page 1). If the registrant is a listed financial institution, the election remains in effect until it is revoked.

### Definitions

For the purposes of this form, the term "sale" means the delivery of a property or the supply of a service.

The term "charity" means a registered charity or registered Canadian amateur athletic association within the meaning assigned to those expressions by income tax legislation, but does not include a public institution. The term "public institution" means a registered charity (within the meaning assigned by income tax legislation) that is a school authority, a public college, a university, a hospital authority or a person determined by the Minister of National Revenue to be a municipality for the purposes of the GST/HST and the QST.

A registrant is engaged in activities related to the **garment industry** if the registrant manufactures clothing (excluding footwear and jewellery) in whole or in part, or has clothing manufactured in whole or in part, except if:

- the clothing is used solely in the context of the registrant's activities;
- the registrant sells the clothing solely to one person that purchases it for purposes other than resale; or
- the registrant makes only customized clothing for individuals.

The term "associated person" means the following:

- a corporation that is associated with another corporation pursuant to the rules set out in income tax legislation;
- a person (other than a corporation) that is associated with a corporation and that controls the corporation directly or as a member of a group of persons, each of which is associated with each of the other persons;
- a person that is associated with a partnership, where the total share of the profits of the partnership to which the person and all other persons that are associated with the person are entitled is more than half of the total of the partnership's profits (or would be more than half of the total profits if the partnership had profits);
- a person that is associated with a trust, where the total value of the person's interest in the trust and all the interests of the person's associates in the trust is more than half of the total value of all interests in the trust;
- a person that is associated with another person, where they are both associated with the same third party.

### Filing the form

Send the duly completed form to Revenu Québec at one of the following addresses:

3800, rue de Marly  
Québec (Québec)  
G1X 4A5

or

C.P. 3000, succursale Place-Desjardins  
Montréal (Québec)  
H5B 1A4

For more information, visit Revenu Québec's website at [revenuquebec.ca](http://revenuquebec.ca).



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