

# ***FASTTAX***

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818 Riverside Dr, Ajax, ON L1T 0L1 Tel: (905)303-5298  
E-Mail: [INSURETAX@yahoo.com](mailto:INSURETAX@yahoo.com)

April 3, 2013

## **VERSION 17.2; QUEBEC RELEASE.**

Dear Insuretax Clients,

We are pleased to provide you with Version 17.2 to complete your 2012 tax filings.

***It is mandatory that you create a backup using the Insuretax Backup module prior to installing this new version***

## **INSTALLATION**

Please install this version in the SAME directory as previous versions. **DO NOT create** a new directory for this release. This install will update your program files with all changes made to the software since the last release. **Your data will remain intact.**

**If this is your first installation for 2012**, (i.e. you did not install Version 17.1 then this (2012) installation will create a new icon on your desktop '**InsureTax 2012**'.

The companies you see when you execute Version 17.2, will be your Companies from prior versions. These include all companies with prior taxation year-ends and any companies with taxation year- end 2012 that were rolled forward in version 17.1

If you attempt to open any old or rolled forward companies you will be prompted with a message: *To open this company, please roll it forward or run previous year program. If you've done "Roll Forward" in version 16.X, click "Save As" button and edit file name.* This is to ensure that prior year companies are only opened with their respective Insuretax program year. For any information regarding roll forward, enhancements and approvals for Version 17.1 please see letter dated January 2, 2013

## **ENHANCEMENTS**

Enhancements were made on Version 17.1.

Just a reminder that Insuretax is now NetFile certified, for instructions on who must NetFile and how, click the Help and Support tab at [www.insuretax.ca](http://www.insuretax.ca)

Also, as of October 2012, CRA can capture the information from an amended return in the T2 BCR format, therefore Insuretax has provided you with this ability. For more information and restrictions see Help and Support Tab at [www.insuretax.ca](http://www.insuretax.ca).

If a corporation is filing an amended return, **any changes to address, direct deposit information or language of correspondence** must be done previously by letter, online or on the phone by contacting Business Enquiries line. Client copies will not be accepted for amended returns. Changes must be made in advance then T2 bar code or net file submissions sent to CRA



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## APPROVALS

### 1) Quebec

Ø Approval has been received from Quebec for all revised forms. New approval number RQCO-1205 will appear in top right hand corner of all re-approved forms.

Ø I would like to reiterate some important Quebec changes that took effect in prior years but are worth repeating

- i. The format of the Quebec Identification number is now in 10 digit numerical format. You MUST enter your valid 10 digit Identification number (the IC 0001 extension will be added automatically to the reports) in the company details in the Premium Tax Registration Section. A field has also been added in the company details for the Quebec NEQ number. If applicable enter both the Identification and NEQ number in the Company information. If not applicable, then both fields should be left blank. **It is very important that the numbers be entered on the Company details as there is a mandatory validity check performed. Quebec also has a stringent print routine that uses these identifying numbers.**
- ii. Quebec will ONLY accept the French version of the forms on filing. When printing the Quebec tab you will now be prompted to select printing the French or English version of the forms. You may print the English translations for review and for your files only. **DO NOT submit the English forms to Quebec** with the exception of form MR 69.

Ø As mandated by the Minister of Revenue of Quebec please see attached Appendix A *Quebec Information for Software Users*. It contains information on the filing requirements for Quebec.

Ø We strongly recommend that you review all applicable Quebec forms previously completed. Below is a summary of changes for this release;

### ◆ Revised Quebec Forms:

§ CO-17; Minor format and text changes

§ Keying Summaries; Keying summaries were added to schedules CO-130.A, CO771.1.3 and CO-1137.E. The keying summaries will be produced automatically when these schedules are printed. If Schedules are not used then keying summaries are not required and will not be produced.

§ CO-1175.13; Logo, updated information section, added field reference numbers, updated layout and minor text changes

§ CO-17.A.1; logo, new line 124, notes updated and minor text changes

§ CO-130.A, updated column headings and added keying summary

§ CO-771.1.3; revised to update instructions as well as layout of tables, we highly recommend that you double check any data previously entered in this schedule

§ CO-1137.E; Minor text changes and added new percentage column in part 3 table

§ MR69; Completely revised to simplify form



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- § The following Schedules had minor changes including updated Quebec Logo, minor text or layout changes
- § CO-1140, CO-1140.A, CO-1137.A, CO-1167, CO-771.R.3, CO-1136, CO-130.B, CO-771, CO-771.R.14, CO-1012, CO-1159.2, CO-1027.VE, CO-1175.4

## ◆ New Schedules:

- § CO-17.R; *Request for an adjustment to a corporation Income Tax Return or t an Information and Income Tax Return for Non-Profit Corporations*  
Form CO-17.R is to be completed by any corporation that wishes to amend a previously filed income tax return or by any non-profit corporation that wishes to amend a previously filed information and income tax return.

## 2) Federal

- Ø 2012 Federal certification , IT26 was completed on version 17.1 All submissions to CRA using version 17.1 or 17.2 must have tax start and end dates that fall between **January 1, 2010 and April 30, 2013**
- Ø Appendix B contains a list of valid provincial codes to be used on Schedule 200 field 750
- Ø **Reminder re Production of Mandatory 2 Dimensional Bar Coding for Revenue Canada;**

It is mandatory that all filings submitted to Revenue Canada include all completed Federal, Harmonized, Capital Tax, and GIFFI (if applicable) schedules in the 2 Dimensional Bar Code print out. The print out is automatically created when the Federal Schedule 200 is printed.

§ **Revenue Canada will reject any returns that do not include the Bar Code printout.**

§ 2 Dimensional bar codes are automatically created when the Schedule 200 is printed.

§ Prior to printing you must select all applicable schedules in the Federal, Harmonized, Capital Tax and GIFFI (if applicable) tabs

§ Selections are made using the space bar or by clicking on *Include in List* from the *Printing/Barcode* drop down menu

§ Prior to creating bar codes Insuretax will perform a diagnostic test to check validity of information in Federal schedules and for schedules that have been completed but not selected, and for schedules that have been selected but not completed for bar coding.

§ You will have to correct all diagnostic errors before 2 Dimensional Bar Codes can be printed

§ If you have any difficulties please contact Insuretax at 905 303-5298



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## **3) Alberta**

Alberta Finance has not released any revised forms for 2012 taxation year. The existing forms were re-certified and the version updated to IT26

- Ø As Alberta has very specific filing requirements please see the section in the help manual titled *Filing Requirements* to review Alberta filing requirements.
- Ø Please be advised that Alberta does not accept partial RSI filings, a combination of the AT1 RSI with departmental forms attached will **not** be acceptable for filing with Alberta Finance. Should you require forms that are not available on Insuretax then you must file your complete AT1 package on departmental forms. If you require additional forms please inform us and we will be sure to include them in our next certification.
- Ø Alberta Schedule 10; Alberta has changed the requirements for Schedule 10, if you are submitting Alberta Schedule 10, you must select *Yes* at the top of the form. This will incorporate the Schedule 10 data into the AT1 keying summary. Fields 052 to 068 in the Applicant Identification section are now mandatory fields, they will automatically populate from the Company information when *Yes* is selected at the top of the page.

## **PREMIUM TAX**

The 2012 Premium tax forms were also certified on version 17.1 please see letter dated January 2, 2013 to review any changes.

Barring any unforeseen circumstances this will be our final release for the 2012 taxation year. As always we welcome any comments or suggestion for improving the Insuretax software, please do not hesitate to contact us with any feedback. If you have any question regarding filing requirements please see the online help manual section *Filing Requirements*.

## **Reminders**

1. Your PC monitor should be set at **800 X 600 pixels or 1024 X 768 pixels and either resolution should be with small fonts** to view Insuretax. Settings with 'large fonts' may cause schedules not to open and produce an error message "Grid Index out of Range". The ideal resolution for users to view the entire Schedule 150 form is 1024 x768 pixels with small fonts.
2. Please remember to back-up your work as often as possible using the **Insuretax Backup Module** to ensure your data is not lost.

We wish you every success this filing year. We can be reached at 905-303-5298 or via e-mail at [Insuretax@yahoo.com](mailto:Insuretax@yahoo.com) with any comments or concerns.

Yours truly,

Marie Venerus  
Manager, Client Services



## Courtesy Translation Information for Software Users

Before using a software program, you must make sure that the developer has obtained an authorization number for the reproduction of forms from Revenu Québec. This number must appear in the upper right-hand corner of the Sommaire des champs à saisir des déclarations des sociétés (form COR-17.W), the Sommaire des champs à saisir du formulaire CO-130.A (form COR-17.X), the Sommaire des champs à saisir du formulaire CO-771.1.3 (form COR-17.Y) and the Sommaire des champs à saisir du formulaire CO-1137.E (form COR-17.Z), as well as in the upper right-hand corner of the first page of the Déclaration de revenus des sociétés (form CO-17) or the Déclaration de revenus et de renseignements des sociétés sans but lucratif (form CO-17.SP), as applicable, and in certain related forms.

Since Revenu Québec does not verify whether the software complies with all legal provisions and does not check the accuracy of all the calculations and data transfers, it cannot be held responsible for programming errors in the calculation of income tax and contributions payable. You are responsible for the correct use of the software and for any omission or inaccuracy in the information provided.

Make sure that you have the most recent version of the software and that this version is updated regularly. You can find information in this regard on Revenu Québec's website at [www.revenuquebec.ca](http://www.revenuquebec.ca). Our website also lists the names of authorized software programs and links to the websites of their developers (where available).

Revenu Québec requires corporations established in Québec to file the following documents in French:

- Sommaire des champs à saisir des déclarations des sociétés (form COR-17.W);
- Sommaire des champs à saisir du formulaire CO-130.A (form COR-17.X);
- Sommaire des champs à saisir du formulaire CO-771.1.3 (form COR-17.Y);
- Sommaire des champs à saisir du formulaire CO-1137.E (form COR-17.Z);
- Déclaration de revenus des sociétés (form CO-17);
- Déclaration de revenus et de renseignements des sociétés sans but lucratif (form CO-17.SP);
- related forms;
- the final version of the complete financial statements, including any notes.

### 1 Definition

#### **Computer-generated form**

A form that can be produced using computer software and that has the same general content and presentation as the form developed and published by Revenu Québec.



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## 2 Filing online

### **2.1 Requirements**

Corporations must file their income tax returns online for taxation years ending after May 31, 2010, where their gross income exceeds \$1 million. Insurance corporations, non-resident corporations and corporations that file their returns in a functional currency (i.e. in a currency other than Canadian dollars) are notably **exempt** from this obligation. Corporations that do not comply with this requirement are liable to a penalty of

- \$250 for a taxation year ending after May 31, 2011;
- \$500 for a taxation year ending after May 31, 2012; or
- \$1,000 for a taxation year ending after May 31, 2013.

Most software authorized by Revenu Québec allows you to file the income tax return and its related forms online, through Clic Revenu electronic services. Filing online has several advantages, including

- acknowledgement of receipt of documents;
- quicker processing;
- online consultation of notices of assessment.

No software authorized by Revenu Québec will allow a corporation to file an amended income tax return online.

### **2.2 Filing**

Form CO-17, Déclaration de revenus des sociétés, may be filed online by a corporation's authorized representative or by a professional tax preparer.

#### **Authorized representatives**

In order to file an online tax return using an authorized software program, an authorized representative of the corporation must, if it has not already done so, register the corporation with Clic Revenu.

#### **Preparers**

A preparer can file a corporation's income tax returns using authorized software and the preparer's clicSÉQUR user code, the corporation's clicSÉQUR user code or the preparer's NetFile Québec access code.

##### **2.2.1 ClicSÉQUR**

Preparers registered with clicSÉQUR can use their user code or the corporation's user code to file a corporation's income tax return.

Where a preparer is not already registered for clicSÉQUR, the preparer can register using the **Registering a Business with clicSÉQUR** online service, available in the **Online Services, Forms and Publications** section of the Revenu Québec website. The preparer must mail the following forms to Revenu Québec:

- clicSÉQUR and Services Offered by Government Departments and Agencies: Application for Registration (form LEW-1-V)
- clicSÉQUR and Services Offered by Government Departments and Agencies: Power of Attorney or Revocation of a Power of Attorney (form LEW-2-V)



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The preparer must also send Revenu Québec one of the following documents, as applicable:

- a written resolution from the corporation's sole director;
- a written resolution from the corporation's board of directors;
- the corporation's by-laws; or
- articles of incorporation, or a unanimous shareholders agreement.

## 2.2.2 NetFile Québec

Since June 2010, all registered tax preparers are automatically authorized to file corporation income tax returns online. Preparers who are not registered with NetFile Québec can register by completing a NetFile Québec Tax Preparer Registration Form (form LM-223-V) and returning it to the address provided on the form. Revenu Québec will send them their NetFile Québec tax preparer number by mail.

In order for a preparer to use NetFile Québec, an authorized representative of the corporation must complete and sign two copies of form CO-1000.TE, Transmission par Internet de la déclaration de revenus d'une société. The corporation and preparer must **each keep a copy** for at least six years following the end of the taxation year covered by the form.

## 2.3 Documents to be submitted with the online income tax return

If you file an income tax return and also claim a tax credit online, you must attach a copy of any certificates, attestations or other documents relevant to the claim. These documents can be submitted as PDF files, depending on the features of the authorized software program used. **Printed copies need not be submitted.**

To see which documents you must enclose for each tax credit, consult the **List of Corporation Tax Credits and Documents to Include with the Tax Return** on Revenu Québec's website.

### Note

Where the income tax return is filed online, complete and file with the return the entire General Index of Financial Information (GIFI) (RC4088), which is available from the Canada Revenue Agency.

## 2.4 Information concerning online services or technical problems

For more information about online services or for technical problems, call 1 866 423-3234 (toll-free).

## 3 Filing by mail

Part 3 pertains to insurance corporations, non-resident corporations and corporations that file their income tax return in a foreign currency. Any other corporation is also authorized to file its income tax return by mail, provided that its gross income does not exceed \$1 million in a taxation year ending after May 31, 2010. Such corporations are not required to file their income tax returns online.

### 3.1 Requirements

Before mailing any computer-generated income tax returns, you must make sure that the following specifications are met.





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## 3.1.1 Paper

Forms must be printed on 30M (56 g/m<sup>2</sup>) white paper.

## 3.1.2 Printing

The typeface and ink colour used for the text and figures must be the same as or similar to those used in the forms published by Revenu Québec.

The following forms must be printed on **one side only**:

- Données de la déclaration de revenus des sociétés (form COR-17.U);
- Sommaire des champs à saisir des déclarations des sociétés (form COR-17.W);
- Sommaire des champs à saisir du formulaire CO-130.A (form COR-17.X);
- Sommaire des champs à saisir du formulaire CO-771.1.3 (form COR-17.Y);
- Sommaire des champs à saisir du formulaire CO-1137.E (form COR-17.Z);
- Autorisation relative à la communication de renseignements, procuration ou révocation (form MR-69).

Make sure that the name, address and telephone number of the person or business that prepared the income tax return is printed on page 3 of form COR-17.W, Sommaire des champs à saisir des déclarations des sociétés.

## 3.2 Documents to be enclosed with the income tax return

If you file an income tax return and also claim a tax credit by mail, you must attach a copy of any certificates, attestations or other documents relevant to the claim.

To see which documents you must enclose for each tax credit, consult the web page **List of Corporation Tax Credits and Documents to Enclose with the Income Tax Return** on Revenu Québec's website.

To ensure that the return is processed faster, enclose all the pages of the following documents submitted to Revenu Québec, as applicable, in the order they are listed below:

- (a) a cheque or money order payable to the Minister of Revenue of Québec;
- (b) Données de la déclaration de revenus des sociétés (form COR-17.U);
- (c) Sommaire des champs à saisir des déclarations des sociétés (form COR-17.W);
- (d) Sommaire des champs à saisir du formulaire CO-130.A (form COR-17.X);
- (e) Sommaire des champs à saisir du formulaire CO-771.1.3 (form COR-17.Y);
- (f) Sommaire des champs à saisir du formulaire CO-1137.E (form COR-17.Z);
- (g) Déclaration de revenus des sociétés (form CO-17) or Déclaration de revenus et de renseignements des sociétés sans but lucratif (form CO-17.SP);
- (h) the following related forms and schedules of the corporation income tax return, presented in the order they are listed below:





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- |                    |                     |   |
|--------------------|---------------------|---|
| 1. CO-1136         | 17. CO-1137.E       | 33. CO-1029.8.36.AL   |
| 2. CO-17.A.1       | 18. CO-771.2.1.2    | 34. CO-1029.8.36.FM   |
| 3. CO-1012         | 19. CO-1138.1       | 35. CO-1029.8.36.IC   |
| 4. CO-1140         | 20. CO-1139         | 36. CO-1029.8.36.ID   |
| 5. CO-1167         | 21. CO-1159.2       | 37. CO-1029.8.36.SD   |
| 6. CO-1029.8.36.IN | 22. RD-1029.7       | 38. FM-220.3  |
| 7. CO-771          | 23. RD-1029.8.6     | 39. CO-1027.VE  |
| 8. CO-130.B        | 24. RD-1029.8.10    | 40. CO-17S.2  |
| 9. CO-786          | 25. RD-1029.8.16.1  | 41. CO-17S.3  |
| 10. CO-1140.A      | 26. CO-1029.8.33.6  | 42. CO-17S.4  |
| 11. CO-1136.CS     | 27. CO-1029.8.33.10 | 43. CO-17S.232  |
| 12. CO-771.R.3     | 28. CO-1029.8.33.13 | 44. TP-1029.8.36.EC   |
| 13. RD-222         | 29. CO-1029.8.35    | 45. TP-1029.9   |
| 14. CO-771.R.14    | 30. CO-1029.8.36.5  | 46. any other required forms and<br>schedules, if applicable; |
| 15. CO-130.A       | 31. CO-1029.8.36.7  |   |
| 16. CO-771.1.3     | 32. CO-1175.4       |   |

(i) the RL slips in numerical order;

(j) official receipts, advance rulings, eligibility certificates and other certificates or attestations, prospectus receipts and other documents, if applicable;

(k) the complete financial statements;

(l) Autorisation relative à la communication de renseignements, procuration ou révocation (form MR-69).

## Notes

- Staple the income tax return and the other documents together (in the upper left-hand corner).
- Do not staple together the returns of different corporations or returns for different taxation years.
- All correspondence must be sent under separate cover



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## **3.3 Why some returns are rejected**

A printed copy of a computer-generated return may be rejected and returned to the corporation for several reasons.

The main reasons are as follows:

- Form COR-17.W, Sommaire des champs à saisir des déclarations des sociétés, is missing.
- Forms CO-130.A, CO-771.1.3 and CO-1137.E are present, but their summaries (COR-17.X, COR-17.Y and COR-17.Z) are missing.
- The images of forms COR-17.W, COR-17.X, COR-17.Y and COR-17.Z are non-compliant (printer configuration must be compatible with the authorized software).
- The form used has not been authorized by Revenu Québec, or has an invalid authorization number.
- Amounts (dollars and cents) are entered incorrectly in the boxes.
- The print quality is poor (illegibility, shifting of data).
- The form is received in poor condition.

## **3.4 Submitting income tax returns**

Income tax returns must be sent to one of the following addresses:

### **Montréal**

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

### **Québec**

Revenu Québec  
3800, rue de Marly  
C. P. 25333  
Québec (Québec) G1X 4A5

Appendix B

## **Provincial / Territorial Tax Jurisdiction Codes:**

AB	Alberta	BC	British Columbia
MB	Manitoba	MJ	Multiple Jurisdiction
NB	New Brunswick	NL	Newfoundland and Labrador
NU	Nunavut	NO	Nova Scotia Offshore
NS	Nova Scotia	NT	Northwest Territories
OC	Outside Canada	ON	Ontario
PE	Prince Edward Island	QC	Quebec
SK	Saskatchewan	XO	Newfoundland and Labrador Offshore
YT	Yukon		

