

INFORMATION FOR SOFTWARE USERS: PERSONAL INCOME TAX RETURN

You must make sure that the developer of the software you use has received a software authorization number from Revenu Québec for 2021. This number must appear at the top of the first page of all computer-generated forms, except form TPF-1.U-V, *Income Tax Return Data*, which must show the certification number.

Revenu Québec does not verify whether the software complies with all legal provisions. We also do not check the accuracy of all the calculations and data transfers performed by the software. Both you and the developer are responsible for using the software correctly, and for any omissions or errors in the information provided. Consequently, we cannot be held responsible for programming errors in the calculation of contributions and income tax payable.

Since software developers regularly update their products, you must ensure that you have the latest version of the software concerned.

A list of authorized software programs (and their developers) is available on Revenu Québec's website at revenuquebec.ca.

1 Definition

Computer-generated form

A form produced using computer software that usually has the same content and layout as the form published by Revenu Québec.

2 Filing online

You can file an income tax return online (including if you are filing a personal income tax return for the first time) if the software you use supports this filing method.

If you file online, you will receive a message that contains a reference number and confirms that your return has been filed. Make sure you receive this message after filing your return.

Do not send Revenu Québec a paper copy of a return that you filed online.

For more information, go to Revenu Québec's website.

3 Filing by mail

3.1 Requirements

3.1.1 Income Tax Return Data (form TPF-1.U-V)

You must submit form TPF-1.U-V. Data contained in the two-dimensional data barcode(s) of form TPF-1.U-V is the same as the data shown on the income tax return and, where applicable, its schedules and the following forms:

- *Income Tax Payable by an Individual Resident in Canada, Outside Québec, Who Carries on a Business in Québec* (TP-25-V)
- *Expenses Related to Working Remotely Because of the COVID-19 Pandemic* (TP-59.S-V)
- *Designation of Property as a Principal Residence* (TP-274-V)
- *Tax Credit for Career Extension* (TP-252.PC-V)
- *Grant for Seniors to Offset a Municipal Tax Increase* (TP-1029.TM-V)
- *Tax Credit for Taxi Drivers or Taxi Owners* (TP-1029.9-V)
- *Income and Expenses Respecting the Rental of Immovable Property* (TP-128-V)
- *Business or Professional Income and Expenses* (TP-80-V)
- *Calculation of Business or Professional Income, Adjusted to December 31* (TP-80.1-V)
- *Tax Credit for the Upgrading of Residential Waste Water Treatment Systems* (TP-1029.AE-V)

3.1.2 Keying summaries (forms TPF-1.W-V, TPF-1.X-V, TPF-1.Y-V and TPF-1.Z-V)

You must submit form TPF-1.W-V, *Keying Summary for the Income Tax Return*, **signed by the individual**. Do not submit the four-page printed version of the income tax return to Revenu Québec, as the data from the return appears in form TPF-1.W-V. Individuals must keep the printed return for their files.

You must enclose form TPF-1.X-V, *Keying Summary for the Schedules of the Income Tax Return and Forms TP-25-V, TP-59.S-V, TP-274-V, TP-752.PC-V, TP-1029.TM-V and TP-1029.9-V*, with all computer-generated schedules and forms TP-25-V, TP-59.S-V, TP-274-V, TP-752.PC-V, TP-1029.TM-V and TP-1029.9-V.

You must enclose form TPF-1.Y-V, *Keying Summary for Forms TP-128-V, TP-80-V and TP-80.1-V*, with every computer-generated TP-128-V, TP-80-V and TP-80.1-V form.

You must enclose form TPF-1.Z-V, *Keying Summary for Form TP-1029.AE-V*, with every computer-generated TP-1029.AE-V form.

3.1.3 Paper

White, letter-size paper without any watermark must be used for all forms. The weight must be at least 30 M (56 g/m²).

3.1.4 Printing

The print quality of forms must be good.

3.2 Why some forms are rejected

Though Revenu Québec allows certain required documents to be filed using computer-generated forms, they may be rejected and returned to the individual for the following main reasons:

- Form TPF-1.U-V is missing.
- One or more of the required keying summaries (form TPF-1.W-V, form TPF-1.X-V, form TPF-1.Y-V or form TPF-1.Z-V) have not been filed.
- The form has not been authorized by Revenu Québec or its authorization number is invalid.
- Amounts are entered incorrectly in the spaces provided (dollars and cents).
- Print quality is poor (illegibility, shifting of data).
- The form is received in poor condition.

3.3 Documents to submit to Revenu Québec

The documents submitted to Revenu Québec must be in the following order (as applicable):

1. form TPF-1.C-V, *Explanations Regarding an Amended Income Tax Return*, if you filed an amended return;
2. a cheque or money order payable to the Minister of Revenue of Québec, together with the computer-generated remittance slip TP-1026.0.1.P-V (the cheque or money order and the remittance slip must be attached to form TPF-1.U-V);
3. form **TPF-1.U-V**;
4. form **TPF-1.W-V** (do not enclose the four-page printed version of the income tax return, as the data from the return appears in this form);
5. form **TPF-1.X-V**;
6. form **TPF-1.Y-V**;
7. form **TPF-1.Z-V**;
8. form TP-1008-V, *Consent to Have Revenu Québec Send Notices Online Only*;
9. form TPZ-1029.MD.5-V, *Information Return: Tax Credit for Home-Support Services for Seniors*;
10. form TP-1086.R.23.12-V, *Costs Incurred for Work on an Immovable*;
11. schedules A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, T and V, in alphabetical order;
12. forms TP-25-V, TP-59.S-V, TP-274-V, TP-752.PC-V, TP-1029.TM-V, TP-1029.9-V, TP-128-V, TP-80-V, TP-80.1-V and TP-1029.AE-V;
13. form TP-59-V, *Employment Expenses of Salaried Employees and Employees Who Earn Commissions*, and (where applicable) form TP-78-V, *Employment Expenses of Forestry Workers*; form TP-75.2-V, *Employment Expenses of Salaried Tradespeople*; and form TP-78.4-V, *Employment Expenses of Salaried Musicians*;
14. form MR-69-V, *Authorization to Communicate Information or Power of Attorney*. Individuals must complete and sign this form if they would like Revenu Québec to provide information concerning their income tax return to a designated person.

Before submitting a document to Revenu Québec, remove the margin perforations of continuous-feed paper and detach all the pages from one another.

Documents must be stapled in the upper left-hand corner. Do not staple together documents pertaining to more than one individual or documents filed for different years.

Do not submit RL slips, information slips or supporting documents (including receipts). They must be kept, however, in case we ask for them.

3.4 Addresses

Mail the documents to one of the following addresses:

Québec City: Revenu Québec
3800, rue de Marly
C. P. 25000, succursale Terminus
Québec (Québec) G1A 1A8

Montréal: Revenu Québec
Complexe Desjardins
C. P. 4500, succursale Place-Desjardins
Montréal (Québec) H5B 1A6