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GUIDE TO FILING
THE RL-18 SLIP

SECURITIES TRANSACTIONS

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**BY FILING RL-18 SLIPS, YOU HELP
INDIVIDUALS AND CORPORATIONS
IN QUÉBEC REPORT ALL THEIR
SECURITIES TRANSACTIONS
CORRECTLY, MAKING IT POSSIBLE
FOR THEM TO PAY THEIR FAIR SHARE
OF INCOME TAX.**

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This guide will help you complete the RL-18 slip (securities transactions). The information in it does not constitute a legal interpretation of the *Taxation Act* or any other legislation.

This guide is valid for the **2021** taxation year and **subsequent years** unless administrative or legislative changes make an update necessary.

The numbers at the end of certain paragraphs refer to sections of the *Tax Administration Act* (section numbers preceded by “TAA”), the *Taxation Act* (section numbers only), the *Regulation respecting the Taxation Act* (section numbers with an “R”), *Regulation 31-103* of the *Securities Act* (section numbers preceded by “SA (r. 10)”) or the *Act to establish a legal framework for information technology* (section numbers preceded by “ALFIT”).

For more information, contact us as shown at the end of the guide.

PRINCIPAL CHANGES

Information related to multiple securities transactions entered on a recipient's RL-18 slip

As of 2021, securities traders and dealers who send us the RL-18 slips online (in an XML file) can send recipients a consolidated RL-18 slip containing information for **multiple** securities transactions instead of sending them several RL-18 slips each containing information for a single transaction.

For more information, see section 2.4.

“Indicateur” (indicator) box

We have added an “Indicateur” (indicator) box to the RL-18 slip to inform the recipient that the slip is:

- a consolidated RL-18 slip showing information for multiple securities transactions (enter the letter “C” in the box);
- an RL-18 slip showing information for a single securities transaction (enter the letter “U” in the box).

For more information, see sections 2.4 and 3.18.

Cost or book value

The cost or book value you must enter in box 20 is the total amount paid to purchase a security, including any transaction charges related to the purchase.

However, as of 2021, you must also adjust for reinvested distributions, returns of capital and corporate reorganizations.

For more information, see section 3.13.

New security type codes

We have created two new codes so you can enter the type of securities covered by the RL-18 slip in boxes 15 and 22:

- Code B01 is for a bulk transaction in bonds for which the quantity cannot be determined.
- Code D01 is for a bulk transaction in debt obligations in bearer form for which the quantity cannot be determined.

We also eliminated the DEN Commodity (“denrée”) code.

For more information, see sections 3.8 and 3.15.



1 GENERAL INFORMATION

1.1 Purpose of the RL-18 slip

The RL-18 slip is used to report securities transactions, that is, transactions made by traders or dealers in securities, or by issuers of securities and their agents, that involve the purchase, sale, redemption, acquisition or cancellation of securities.

Recipients use the information on the slip to calculate the capital gains (or losses) to report in their income tax return.

1.1.1 What is a security?

A security may be:

- a publicly traded share of a corporation's capital stock;
- a publicly traded debt obligation;
- a debt obligation issued or guaranteed by:
 - the Government of Canada (for example, a Treasury bill),
 - a provincial government or its agent,
 - a Canadian municipality,
 - a municipal or public body that performs a government function in Canada,
 - the government of a foreign country or of a political subdivision of a foreign country, or a local authority of such a government;
- a publicly traded interest in a trust;
- a publicly traded interest in a partnership;
- an option or contract for property listed above; or
- a publicly traded option or contract for any property, including commodities, financial futures, foreign currency and precious metals, or for an index relating to any property.

1086R82

1.1.2 Reporting securities transactions on the RL-18 slip

You must report all securities transactions on the RL-18 slip, regardless of the proceeds of disposition.

However, if you made more than one transaction involving **identical securities** on behalf of the same client, you can treat them as a single transaction and enter the total. Examples of identical securities include units of the same mutual fund, all commodity futures and shares of the same class in the same corporation.



1.1.3 Securities transactions that do not need to be reported on the RL-18 slip

You **must not** file an RL-18 slip for the following securities transactions:

- the purchase of a security by a trader or dealer in securities from another trader or dealer in securities, unless the latter was not resident in Canada;
- the sale of securities by a trader or dealer in securities on behalf of another trader or dealer in securities;
- the sale of currency, precious metals in the form of jewellery, works of art or numismatic coins;
- the sale of precious metals by a person that, in the ordinary course of business, produces or sells precious metals in bulk or in commercial quantities;
- the sale of securities by a trader or dealer in securities on behalf of a person exempt from income tax under Part I of the *Taxation Act* (sections 980 and following);
- the redemption, acquisition or cancellation of a debt obligation by the issuer or the issuer's mandatary, where:
 - the debt obligation was redeemed, acquired or cancelled for the amount of its principal,
 - the redemption, acquisition or cancellation satisfied all of the issuer's obligations in respect of the debt obligation,
 - any person with an interest in the debt obligation is entitled to payment of the principal proportionate to the interest payable to the person, and
 - an RL slip other than the RL-18 slip must be filed because of the redemption, acquisition or cancellation;
- purchases, sales, redemptions, acquisitions or cancellations of securities for which a trust must file an RL-16 slip;
- the deemed disposition of a security; or
- the expiry or exercise of an option, a right or a warrant.

1086R87

Example

A client of a trader or dealer in securities owns an option to purchase publicly traded shares of the capital stock of XYZ Corporation Inc.

If the trader or dealer purchases the option from the client or sells the option to a third party on behalf of the client, the trader or dealer must report the transaction on an RL-18 slip.

However, if the client exercises the option or the option expires, the transaction does not need to be reported on an RL-18 slip.



1.2 Who is required to file the RL-18 slip?

The RL-18 slip must be filed by the following persons (provided the person is either an individual resident in Québec or a corporation with an establishment in Québec):

- a trader or dealer in securities that:
 - purchases a security as principal, or
 - sells a security as a mandatary;
- a person that, in the ordinary course of business, buys and sells precious metals in the form of certificates, bullion or coins, and that makes a payment to another person (also an individual resident in Québec or a corporation with an establishment in Québec) related to the sale of precious metals by that other person;
- a person that, as the agent or mandatary of an individual resident in Québec or a corporation with an establishment in Québec, receives the proceeds of a transaction made in the name of the mandatary or agent;
- a person that, when a bearer debt obligation is disposed of or redeemed, makes a payment to an individual resident in Québec or acts as the agent or mandatary of the individual;
- a person (with the exception of an individual that is not a trust) that issues a security and subsequently purchases, redeems or cancels it, **except** when the transaction involves:
 - a bond conversion, that is, the exchange of a bond for another bond of the same debtor, where the terms of the original bond give the holder the right to make the exchange, and where the amount payable on the acquired bond at maturity is the same as the amount payable on the exchanged bond at maturity,
 - the exchange of a share, bond or note for a share of the **same** corporation (see section 301 of the *Taxation Act*), if the share is the only consideration given in exchange,
 - the exchange of a share for a new share in the course of the reorganization of a corporation's capital, if the new share is the only consideration given in exchange (see sections 541 and following of the *Taxation Act*),
 - the acquisition, redemption or cancellation of a security where there is an amalgamation (see section 544 of the *Taxation Act*),
 - the disposition of a security upon the dissolution of a partnership (see sections 620 to 622, 624 and 625 of the *Taxation Act*), or
 - the transfer of a security, upon the dissolution of a partnership, to another partnership that is deemed to be the continuation of the dissolved partnership (see section 633 of the *Taxation Act*).

1086R12, 1086R83 – 1086R86

1.3 RL-18 slip recipients

You must file an RL-18 slip for individuals resident in Québec or corporations with an establishment in Québec that disposed of or redeemed securities in the year. If two or more recipients jointly owned a security, you must prepare a single RL-18 slip for both recipients.



1.4 Glossary

Agent

A person designated to act on behalf of another person.

Amalgamation

The union of separate corporations to form a single new corporation.

As principal

A person who buys securities for his or her own account rather than in another person's name.

Banker's acceptance

A draft payable at maturity, drawn by a creditor against a debtor.

NOTE

Banker's acceptances are short-term credit instruments that are commonly sold at a discount.

Bearer

A person in possession of a negotiable instrument (see "bearer debt obligation").

Bearer debt obligation

An instrument that is payable to the bearer or to cash, or that does not designate a specific payee (see "bearer").

Bond

A security under which the issuer contracts to pay the lender a fixed amount at a future date and to make a series of interest payments.

NOTE

Some bonds can be issued at a discount; in this case, they do not bear interest.

Book cost

The total amount paid to purchase a security, including any transaction charges related to the purchase, adjusted for reinvested distributions, returns of capital and corporate reorganizations.

SA (r. 10) 1.1

Call

A demand on the holder to submit securities for payment or redemption.

Cancellation of securities

The action by which issuers call back their own securities in order to cancel them and reduce the number of outstanding securities.

Capital stock

All shares, including preferred and common shares, representing ownership of a corporation (see "principal").

Commercial paper

A negotiable instrument (promissory note, bank cheque, etc.) for the payment of money, commonly sold at a discount.

Commodities

Staples such as wool and cotton, or any articles of merchandise which may be traded because they are useful or serviceable.

Consideration

A valuable (generally money, but including corporeal or incorporeal property) given by one of the parties upon conclusion of a transaction.

Contract

An agreement between persons that creates an obligation (see "option").

Creditor

A person to whom a debt is owed by another person, called the "debtor."

Debenture

A promissory note or bond backed by the credit rating of a corporation.

Debt obligation

A fixed obligation to pay money or some other valuable consideration.

Debtor

A person who owes a debt.

Deemed disposition

A transaction that is considered to have occurred when the holder of property transfers it to a trust, leaves Canada or dies.

NOTE

The property is deemed to have been disposed of even if no transaction actually took place.

Discount

The difference between present and maturity value.

NOTE

"At discount" refers to the action of buying or selling an instrument before maturity at less than face value.

Draft

An order to pay a sum of money on demand or at a definite time.

Exchange

A marketplace at which different securities are bought and sold (for example, a stock exchange or a commodity exchange).

Exchange of securities

A transaction that involves trading one security for another.

Face value

The nominal value that appears on the face of a document, generally a bond (amount to be repaid at maturity).



Fair market value (FMV)

The **highest** price that can be obtained on the open market, where the seller and the buyer consent to the transaction, are well-informed and are dealing at arm's length with each other.

Futures

The right to receive at a future date a specific quantity of a given commodity for an agreed price.

Holder

A person who is in possession of a security and who is entitled to receive payment of the security.

Index

A list of securities provided through an exchange (stock, commodities, futures exchange, etc.).

Instrument

Any negotiable written document.

Mandatory

A person authorized to act on behalf of another person.

Note

An instrument containing a promise by the signee to pay to a specified person, or the bearer, a sum of money at a specified time.

Numismatic coin

A coin or coin-like object that has a particular value to collectors.

Option

A right to buy commodities or securities within an agreed period, at an agreed price, or to sell commodities or securities at an agreed price and time (see "contract").

NOTE

Options can be used both to buy and sell.

Partnership

Institution by virtue of which two or more persons accept to carry on an activity together (including the operation of a business) and pool their assets, credits or efforts in a business with a view to making a profit that is shared among themselves.

NOTE

A partnership is not subject to income tax. It is the members that must report their share of the partnership income or losses on their income tax returns.

Precious metals

Coins, metals (especially gold and silver) before coining, or certificates representing such metals.

NOTE

The term does not include jewellery, works of art or numismatic coins.



Premium

The amount by which the issue price or market value of a security exceeds its face value.

Principal

The capital sum of a debt or obligation, as distinguished from interest or other additions to it (see “capital stock”).

Prospectus

A document published by a corporation inviting the public to subscribe to an issue of shares, unsecured bonds or other securities.

Public corporation

A corporation with stock listed on certain exchanges, regulated by a national or regional government.

Publicly traded

Listed or posted on an exchange (stock exchange, commodity exchange, futures exchange, etc.); sold or distributed under a prospectus or similar document.

Redemption of securities

The action of an issuer that buys back its own securities (in many cases, its own shares).

Right

A privilege granted to the holder of a particular security, such as the right to purchase additional shares of the issuer or the right to exchange the security held for a different security.

Sale

The transfer of property for payment, including the granting of an option or a short sale.

NOTE

A short sale is a contract for the sale of securities which the seller does not own but will deliver at a specified time.

Security

The term “security” is defined in section 1.1.1 of this guide.

Trader or dealer in securities

A registered or licensed person who is authorized to trade in securities and who, in the ordinary course of carrying on a business, sells securities on behalf of others.

Treasury bill

A short-term obligation of the Government of Canada or of a provincial government.

NOTE

Treasury bills are for terms of three, six or twelve months.

Warrant

A certificate granting the owner the right to purchase securities.



2 FILING THE RL-18 SLIP

2.1 Format

As a rule, you must file the required information on the prescribed RL-18 slip.

The RL-18 slip is available on our website at revenuquebec.ca. A paper version is also available. In addition, you may use a computer-generated RL-18 slip created either by software authorized by Revenu Québec or by your own in-house software.

In-house software for filing RL-18 slips must meet certain requirements. For more information, consult the **Partners** section of our website. We do not offer monetary compensation for using your own slips.

For more information on the certification of software used to file RL-18 slips in XML, contact the Direction de la gestion des relations avec les partenaires at 418 266-1201 or, toll-free, at 1 866 840-7060. You can also email the Direction at infoconcepteur@revenuquebec.ca.

2.2 Deadline for filing and distribution

On or before the last day of February of the year following the year covered by the RL slips, you must:

- file the RL-18 slips with us; and
- distribute copies of the RL-18 slips to the recipients.

However, if the business ceases its operations, you must send us the RL-18 slips within 30 days after the date on which operations ceased, as described below.

1086R65, 1086R67, 1086R70

2.3 Filing the RL slips with Revenu Québec

You must send us an RL-18 slip for each security transaction you are required to report.

If you are filing more than 50 RL-18 slips, you **must** send them to us online (in an XML file).

If you are filing fewer than 51 RL-18 slips, either send them to us online (in an XML file) or mail **copy 1** of each paper RL slip to us.

If you send us the RL slips online, do not mail us copy 1 of the paper slips. However, be sure to keep the RL slips on a technology-based medium or keep paper copies of the slips, as applicable.

Send documents to one of the following addresses:

- 3800, rue de Marly, Québec (Québec) G1X 4A5
- C. P. 3000, succursale Place-Desjardins, Montréal (Québec) H5B 1A4

For more information on filing RL slips online, contact the Division de l'acquisition des données électroniques at 418 659-1020 or, toll-free, at 1 866 814-8392. You can also email the Division at edi@revenuquebec.ca.

We recommend that you consult the *Tax Preparers' Guide: RL Slips* (ED-425-V), available on our website.

1086R65; ALFIT 3, ALFIT 28, ALFIT 29, ALFIT 71



2.4 Distributing RL slips to the recipients

You must send the recipients:

- an RL-18 slip for each securities transaction (i.e. an RL-18 slip showing the information for a single securities transaction); or
- a consolidated RL-18 slip showing the information for **multiple** securities transactions, if you file the RL-18 slips online in an XML file.

If you choose to send the recipients consolidated RL-18 slips, you cannot include information for the following securities transactions on them:

- an exchange of securities if the FMV of the security received in exchange cannot reasonably be determined (see section 4.2);
- the sale of a security for an unknown owner if you paid the owner the proceeds of disposition of the security in the year (see section 4.3.2).

In the above cases, you must send the recipients an RL-18 slip for each transaction.

There are a number of options for distributing copies of the RL slips to the recipients. If you distribute paper RL slips, you must give each recipient **copy 2** of the slip in person or send it by mail or by some other means. You may send the RL slip to a recipient electronically, but only if you obtain the recipient's prior consent (in writing or electronically). Recipients must clearly state their consent to receiving the RL-18 slip electronically and that their consent will remain valid until they inform you of their intent to revoke it. Furthermore, you must inform the recipient of how they can revoke their consent.

When you file RL slips electronically, you must:

- protect the personal information of the recipients;
- be able to check the identity of every person who gives their consent; and
- make sure that the information on the RL slip cannot be modified.

1086R70

2.5 Amending or cancelling an RL slip

To amend or cancel an RL slip that has already been filed online, follow the instructions in guide ED-425-V. You can file amended or cancelled RL-18 slips online.

2.5.1 Amending an RL slip

To amend a paper RL slip, file a new corrected slip with the word "Modifié" on it, the letter "A" in box 10 and, in the box marked "N° du dernier relevé transmis," the number shown in the upper right-hand corner of the slip you wish to amend.

If you send us an amended RL-18 slip, you can send the recipient:

- an amended RL-18 slip showing the information for a single securities transaction; or
- an amended consolidated RL-18 slip that includes only the information on the RL-18 slips you sent us that have the letter "A" in box 10.



2.5.2 Cancelling an RL slip

To cancel a paper RL slip, make a photocopy of the slip, write “Annulé” on it and enter the letter “D” in box 10. Make sure that the number shown in the upper right-hand corner of the slip is legible on the photocopy before you file it.

You must send both us and the recipient a cancelled RL-18 slip and a new original RL-18 slip showing the information for a single securities transaction if you cancel an RL-18 slip for one of the following reasons:

- the recipient’s first and last name or business name, or the name of the trust are wrong;
- the second recipient’s first name, last name or social insurance number are wrong.

If you send us a cancelled RL-18 for any other reason, you can send the recipient:

- a cancelled RL-18 slip with the information for a single securities transaction; or
- a cancelled consolidated RL-18 slip that includes only the information on the RL-18 slips you sent us that have the letter “D” in box 10.

2.6 Penalties

Under the *Tax Administration Act*, you are liable to a penalty if you:

- file the RL-18 slip late;
- fail to use online filing when filing more than 50 RL-18 slips.

If you fail to provide required information on an RL-18 slip, you are liable to a penalty of \$100. However, this penalty will not be applied if you made reasonable efforts to identify a recipient but were unable to do so.

TAA 59, 59.0.0.3, 59.0.0.4, 59.0.2



3 COMPLETING THE RL-18 SLIP

3.1 Box marked “Année”

Enter the calendar year in which the transaction took place.

3.2 Box marked “N° du dernier relevé transmis”

If you are amending a slip, enter the number of the slip you wish to amend. For more information, see section 2.5.

3.3 Box 10 – RL-slip code

Enter “R” for an original slip, “A” for an amended slip and “D” for a cancelled slip.

3.4 Box 11 – Type of recipient

Enter one of the following codes to identify the person for whom the transaction was made:

- “1” for an individual;
- “2” for the holder of a joint account;
- “3” for a corporation;
- “4” for another type of recipient (such as a trust, association, partnership or investment club).

3.5 Box 12 – Recipient’s social insurance number or identification number

If the recipient is an individual, enter his or her social insurance number. If you are reporting a transaction for a security that is jointly owned by a number of individuals, enter the social insurance number of only one of the individuals.

Individuals must provide their social insurance number to any person required to file an RL slip in their name. Individuals who do not have a social insurance number must contact Service Canada in order to obtain one. Omitting the number may result in a penalty for both the individual and the person required to file the slip.

If the recipient is not an individual, enter the entity’s identification number or Québec enterprise number (NEQ).



3.6 Box 13 – Currency code

If the amount in box 21 is in a foreign currency, enter the currency code using International Standard ISO 4217.

Use the alphabetic currency code rather than the numeric one. The following are examples of ISO 4217 alphabetic codes:

USD	United States, dollar
JPY	Japan, yen
HKD	Hong Kong, dollar
EUR	European Union, euro
GBP	United Kingdom, pound sterling

You must also enter “200” in one of the blank boxes for additional information, followed by the full name of the currency (for example, United States dollar).

3.7 Box 14 – Date

Enter the month and day of the transaction. Do not enter the year. For example, if the transaction took place on May 17, enter “05 17.” If you are reporting, as a single transaction, two or more transactions made in the year that involved identical securities and the same recipient, enter “12 31” (December 31).

3.8 Box 15 – Type code of securities

Specify the type of security using one of the following codes:

BON	Bond (“Obligation”)	WTS	Warrant (“Bon de souscription”)
B01	A bulk transaction in bonds for which the quantity cannot be determined	FUT	Futures (“Opération à terme”)
BLA or		UNT	Unit (“Unité”)
ELN	Linked notes (“Billets liés”)	MET	Precious metals (“Métaux précieux”)
RTS	Right (“Droit d’achat”)	MSC	Miscellaneous (“Divers”)
DEN	Commodity (“Denrée”)	OPC	Option contract (“Contrat d’option”)
SHS	Share (“Action”)	MFT	Units in a mutual fund trust or investment fund trust (“Participation dans une fiducie de fonds commun de placement ou dans une fiducie de fonds d’investissement”)
DOB	Bearer debt obligation (“Titre de créance au porteur”)		
D01	A bulk transaction in debt obligations in bearer form for which the quantity cannot be determined	PTI	Publicly traded interest in a trust or partnership (“Participation, négociée sur le marché, dans une fiducie ou une société de personnes”)

If you use the codes corresponding to those in field 35A of International Standard ISO 15022, you can enter them in box 15.



3.9 Box 16 – Quantity of securities

Enter the quantity of securities involved in the transaction.

The quantity must be entered in units applicable to the type of security involved. For instance, if you are reporting a transaction involving gold, specify the quantity in ounces.

3.10 Box 17 – Identification of securities

Describe the type of security involved in the transaction (for example, Treasury bill, banker's acceptance, share of XYZ Corporation Inc. or bearer debt obligation).

3.11 Box 18 – Identification number (ISIN or CUSIP number)

If the securities are identified by an ISIN (International Securities Identification Number) or by a CUSIP (Committee on Uniform Security Identification Procedures) number, enter the number in box 18; otherwise, leave the box blank.

3.12 Box 19 – Face value

If the security represents a debt (generally a bond), enter its face value. In most cases, the value is indicated on the document itself and is the amount to be repaid at maturity.

Leave this box blank if the security does not have a face value, as in the case of transactions involving gold or commodities.

3.13 Box 20 – Cost or book value

Enter the cost or book value of the security. Do not enter the FMV or the proceeds of disposition.

The cost or book value is the total amount paid to purchase a security, including any transaction charges related to the purchase, adjusted for reinvested distributions, returns of capital and corporate reorganizations.

Recipients need this amount to calculate the adjusted cost base (ACB) in order to determine the capital gains (or losses) to report in their income tax return.

3.14 Box 21 – Proceeds of disposition or settlement amounts

Enter either:

- the total amount paid or credited to the recipient **minus** any brokerage fees (see section 4.1 if the amount is in a foreign currency); or
- the FMV of the security the recipient received in exchange, if it can reasonably be determined (otherwise, see section 4.2).



The amount entered in box 21 must not include:

- interest paid or credited to the recipient, such as interest from linked notes (that interest must be reported on an RL-3 slip);
- bank fees (recipients can deduct these fees when calculating the capital gain or loss to enter on their income tax return).

A negative amount can be entered in box 21 only if the code FUT (“opération à termes”) or OPC (“contrat d’option”) is entered in box 15.

Example 1

A \$10,000 Treasury bill is disposed of before it matures, and the bearer receives \$9,500. Enter \$10,000 in box 19 and \$9,500 in box 21.

Example 2

A \$15,000 discount bond is redeemed before its maturity date. The bondholder receives an amount of \$10,480 in exchange, as follows:

Principal		\$10,000
Accrued interest	+	\$500
Gross proceeds	=	\$10,500
Bank charges	–	\$20
Net proceeds	=	\$10,480

Enter the principal of \$10,000 in box 21.

Report the accrued interest (\$500) on an RL-3 slip.

3.15 Box 22 – Code for type of securities received in exchange

If the recipient receives other securities as total or partial consideration for the security disposed of and the FMV of those securities cannot reasonably be determined, enter the code of the securities received in exchange. See section 3.8 for information on the codes that must be entered in box 22.

3.16 Box 23 – Quantity of securities received in exchange

If the recipient receives other securities as total or partial consideration for the security disposed of and the FMV of those securities cannot reasonably be determined, enter the quantity of the securities received in exchange.

3.17 Box 24 – Identification of securities received in exchange

If the recipient receives other securities as total or partial consideration for the security disposed of and the FMV of those securities cannot reasonably be determined, describe the securities received in exchange.



3.18 Box marked “Indicateur”

Enter:

- the letter “C” for a consolidated RL-18 slip showing information for multiple securities transactions;
- the letter “U” for an RL-18 slip showing information for a single securities transaction.

For more information about sending recipients the RL-18 slip, see section 2.4.

3.19 Additional information

If you must provide additional information, enter a code in one of the blank boxes of the slip, followed by the corresponding amount or information.

Example

202

1 400,68

The table below lists and describes the codes you can enter on an RL-18 slip and gives the corresponding section of the guide.

TABLE Additional information

Code	Description	Section
200	Name of the currency used	3.3
201	Unclaimed proceeds of disposition account	4.3.2
202	Income tax withheld	4.3.2

3.20 Identification

3.20.1 Recipient

If the recipient is an individual, in the space marked “Nom et adresse du bénéficiaire,” print the last name, followed by the first name and initials, and the last known address (including the postal code). In the case of a transaction involving a jointly owned security, also enter the first name, last name and social insurance number of the second recipient.

If the RL-18 slip is issued to a trust, corporation, association, investment club, etc., enter the trust name, trade name or business name, as applicable. Do not enter the name of the authorized signee.

3.20.2 Trader or dealer in securities

On each RL-18 slip, enter the name and full address of the trader or dealer in securities in the space marked “Nom et adresse du négociant ou courtier en valeurs mobilières.”



4 SPECIAL CASES

4.1 Proceeds of disposition in a foreign currency

You must enter amounts in Canadian dollars on the RL-18 slip. To convert amounts in a foreign currency to Canadian dollars, use the exchange rate in effect at the time of the transaction or an average exchange rate that includes the period during which the transaction took place. See the Bank of Canada website for the exchange rate.

The proceeds of disposition in a foreign currency are generally converted into Canadian dollars before they are credited to the recipient's account. However, some recipients have foreign currency accounts and prefer to convert the balance of their account into Canadian dollars themselves.

If the proceeds of disposition in a foreign currency are credited to the recipient's foreign currency account, you must enter:

- the name of the foreign currency in box 13;
- the proceeds of disposition in box 21;
- code 200 in one of the blank boxes for additional information, followed by the full name of the foreign currency (see section 3.6).

If you choose to send the recipient a consolidated RL-18 slip, you must send the recipient a separate consolidated RL-18 slip for each currency (for example, one consolidated RL-18 slip for securities transactions in Canadian dollars and a second slip for securities transactions in U.S. dollars).

4.2 Proceeds of disposition received following the exchange of securities

4.2.1 FMV of the security received in exchange can be determined

If the recipient received another security in exchange for a security he or she disposed of, and the FMV of the security received in exchange can reasonably be determined, enter it in box 21. Leave boxes 22, 23 and 24 blank.

You can send the recipient an RL-18 slip for each transaction of this type. You can also choose to enter information about the transaction on a consolidated RL-18 slip. See section 2.4.

4.2.2 FMV of the security received in exchange cannot be determined

If the recipient received another security in exchange for a security he or she disposed of and the FMV of the security received in exchange **cannot** reasonably be determined, leave box 21 blank. Complete boxes 22, 23 and 24.

You must send the recipient an RL-18 slip for each transaction of this type. Do not enter information about the transaction on a consolidated RL-18 slip.

Example

XYZ Corporation Inc. redeems one of its bonds for 20 ounces of gold. The FMV of the gold cannot reasonably be determined.

You must enter:

- "MET" in box 22 (the security type code for the gold received in exchange for the bonds);
- "20 ONCES" in box 23 (the quantity of gold received in exchange);
- "OR" in box 24 (the description of the security received in exchange).

Do not enter anything in box 21.

4.3 Unclaimed proceeds of disposition

Unclaimed proceeds of disposition are proceeds of disposition that a trader or dealer in securities receives in a taxation year for a person (the beneficial owner) who remains unknown at the end of the next taxation year.

4.3.1 Remittance of income tax withheld

A trader or dealer in securities that still holds unclaimed proceeds of disposition at the end of the taxation year following the year in which the proceeds were received must withhold income tax from these amounts. The income tax must correspond to 15% of the amount by which the proceeds of disposition exceed the expenses incurred by the trader or dealer for the disposition of the security (provided the expenses were not deducted from the trader's or dealer's income).

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The income tax withheld must be remitted to us within 60 days after the end of the taxation year following the taxation year in which the trader or dealer received the proceeds of disposition.

Example

The taxation year of a trader or dealer in securities ends on March 31. During the taxation year, the trader or dealer receives proceeds of disposition of \$20,000 for an unknown beneficial owner.

If the beneficial owner is still unknown on March 31 of the current taxation year, the trader or dealer must withhold \$3,000 in income tax ($\$20,000 \times 15\%$) with respect to the transaction, and remit the amount to us by May 31 of the following taxation year.

If the income tax withheld is remitted late, the trader or dealer must pay interest, calculated as prescribed by regulation, for the period from the date on which the remittance was due to the date on which it is actually made.

A trader or dealer that does not remit the amounts withheld is liable to a penalty.

4.3.2 Unclaimed proceeds of disposition subsequently paid out

A trader or dealer in securities must file an RL-18 slip if the proceeds of disposition of a security are paid to a beneficial owner that was unknown at the time of the transaction.

The trader or dealer must file an RL-18 slip with respect to the amounts paid for the year in which the transaction took place.

If, in the same year, previously unclaimed proceeds of disposition received in more than one calendar year are paid by the trader or dealer to the same recipient, a separate RL-18 slip must be completed for each calendar year in which the trader or dealer received the proceeds of disposition.

The amount of income tax withheld must be entered on the RL-18 slip. Enter "202" in one of the blank boxes, followed by the amount.

Also enter "201" in another blank box with the note "Versement" (payment).

The recipient of the amount must report the transactions for the year in which they actually took place and may apply for a credit for the income tax withheld.

The trader or dealer must send the recipient an RL-18 slip for each transaction and cannot enter the information for these transactions on a consolidated RL-18 slip.



TO CONTACT US

ONLINE

revenuquebec.ca



BY TELEPHONE

Individuals and individuals in business

Monday to Friday: 8:30 a.m. to 4:30 p.m.

Québec City	Montréal	Elsewhere
418 659-6299	514 864-6299	1 800 267-6299 (toll-free)

Businesses, employers and agents for consumption taxes

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to 4:30 p.m.

Wednesday: 10:00 a.m. to 4:30 p.m.

Québec City	Montréal	Elsewhere
418 659-4692	514 873-4692	1 800 567-4692 (toll-free)

Complaints – Bureau de la protection des droits de la clientèle

Monday to Friday: 8:30 a.m. to noon and 1:00 p.m. to 4:30 p.m.

Québec City	Elsewhere
418 652-6159	1 800 827-6159 (toll-free)

Individuals with a hearing impairment

Montréal	Elsewhere
514 873-4455	1 800 361-3795 (toll-free)

BY MAIL

Individuals and individuals in business

Montréal, Laval, Laurentides, Lanaudière and Montérégie

Direction principale des relations avec la clientèle des particuliers

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

Québec City and other regions

Direction principale des relations avec la clientèle des particuliers

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

Businesses, employers and agents for consumption taxes

Montréal, Laval, Laurentides, Lanaudière, Montérégie, Estrie and Outaouais

Direction principale des relations avec la clientèle des entreprises

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