


REVENU  
QUÉBEC



# GUIDE TO FILING THE RL-25 SLIP INCOME FROM A PROFIT-SHARING PLAN



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**BY FILING RL-25 SLIPS,  
YOU HELP BENEFICIARIES  
OF PROFIT-SHARING PLANS  
CALCULATE THEIR INCOME.**

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The purpose of this guide is to help you prepare the RL-25 slip, on which income from a profit-sharing plan is reported. The information contained in this guide does not constitute a legal interpretation of the *Taxation Act* or any other legislation.

This guide is valid for the **2022** 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 *Regulation respecting fiscal administration* (section numbers preceded by "RFA"), the *Taxation Act* (section numbers only), the *Regulation respecting the Taxation Act* (section numbers with an "R"), the *Act to establish a legal framework for information technology* (section numbers preceded by "ALFIT") or the *Act respecting the Québec Pension Plan* (section numbers preceded by "AQPP").

For more information, contact us. Our contact information is given at the end of this guide.

# PRINCIPAL CHANGE

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## Reduction of the tax credit rate applicable to ordinary dividends (box G)

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For 2022, the **tax credit rate applicable to the actual amount of ordinary dividends** attributed to an employee who is a beneficiary under a profit-sharing plan is reduced from 4.6115% to 3.9330%.

The tax credit rate applicable to the actual amount of **eligible dividends** remains 16.1460%. The gross-up percentage you have to use to calculate the taxable amount of ordinary and eligible dividends (box F) is unchanged.

For more information about the amounts to be entered, see sections 3.4, 3.5, 3.10 and 3.11.



# 1 GENERAL INFORMATION

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## 1.1 Purpose of the RL-25 slip

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The RL-25 slip is used to report amounts allocated or paid by the trustee of a profit-sharing plan to an employee who is a beneficiary under the plan (hereinafter “beneficiary”). Amounts include:

- eligible and ordinary dividends;
- capital gains (or losses);
- amounts paid by the employer; and
- amounts withheld as Québec income tax.

The information on the RL-25 slip is used by beneficiaries to complete the personal income tax return (TP-1-V).

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## 1.2 Amounts not to be reported on the RL-25 slip

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Amounts an employer paid to the trustee of a profit-sharing plan to finance benefits that will be granted to a beneficiary must not be reported on the RL-25 slip. These amounts must be reported on the RL-1 slip.

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## 1.3 Obligation to file RL-25 slips

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RL-25 slips must be filed by any trustee of a profit-sharing plan. However, a beneficiary’s employer can file the slips on the trustee’s behalf.

*1086R2*

# 2 FILING RL-25 SLIPS

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## 2.1 Format of RL-25 slips

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The required information must be submitted on a prescribed RL-25 slip.

You must file the RL-25 slip using one of the following:

- authorized software you purchased (see the list of authorized software in the **Partners** section of our website at [revenuquebec.ca](http://revenuquebec.ca));
- software you developed that meets our requirements (for more information, see the **Partners** section of our website);
- the fillable PDF you can download from our website;
- the paper slip you can order through our online service or from our client services.

We do not give financial compensation if you provide your own slips.

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## 2.2 Distribution and filing deadline

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

- file the RL-25 slips with Revenu Québec;
- file the RL-1 summary (form RLZ-1.S-V, *Summary of Source Deductions and Employer Contributions*) with Revenu Québec if Québec income tax was withheld; and
- distribute copies of the RL-25 slips to beneficiaries.

*1086R65, 1086R70*

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## 2.3 Filing RL slips with Revenu Québec

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**If you are filing more than 50 RL-25 slips**, you **must** send them to us online (in an XML file) using software we have authorized.

**If you are filing fewer than 51 RL-25 slips**, either send them to us online (in an XML file) using software we have authorized 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.

If Québec income tax was withheld, you must also file the RL-1 summary. Send us a paper copy or use our online services in My Account for businesses.



Send documents that are not filed online to one of the following addresses:

- Montréal, Laval, Laurentides, Lanaudière and Montérégie:  
Revenu Québec  
C.P. 6700, succursale Place-Desjardins  
Montréal (Québec) H5B 1J4
- Québec City and other regions:  
Revenu Québec  
3800, rue de Marly  
C.P. 25666, succursale Terminus  
Québec (Québec) G1A 1B6

For more information on filing RL slips, see the *Tax Preparers' Guide: RL Slips* (ED-425-V). For information on filing RL slips online using authorized software, contact the Division de l'acquisition des données électroniques at 418 659-1020, 1 866 814-8392 (toll-free) or [edi@revenuquebec.ca](mailto:edi@revenuquebec.ca).

*1086R65; TAA 37.1.1; RFA 37.1.1R1; ALFIT 3, 28, 29, 71*

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## 2.4 Distributing copies of RL slips to the beneficiaries

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You have a number of options when it comes to distributing copies of the RL slips to the beneficiaries. If you file paper RL slips, you must give each beneficiary **copy 2** of the slip in person, or send the beneficiary copy 2 by mail or by some other means. If you send the RL slip electronically, you must get the beneficiary's prior written consent by mail, electronically or by some other means. Beneficiaries must clearly state that they consent to receiving the RL-25 slip electronically and that their consent will remain valid for as long as they do not inform you of their intent to revoke it. Furthermore, you must inform the beneficiaries of how they can revoke their consent.

When you file RL slips electronically, you must:

- protect the personal information of the beneficiaries;
- be able to check the identity of all persons who give their consent; and
- make sure that the information on the RL slip cannot be modified.

*1086R70*

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## 2.5 Amending or cancelling an RL slip

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You can file an amended slip to replace a slip you have already filed that has one or more errors (e.g. an incorrect amount).

**Do not** file an amended slip for the following errors:

- the beneficiary's address (in this case, make a duplicate of the original slip and send it to the beneficiary **only**);
- the beneficiary's social insurance number (SIN), first name or last name (in this case, you must cancel the RL-25 slip and make a new one).

A cancelled slip must be filed to replace a slip that should not have been filed or that has mistakes in the beneficiary's SIN, first name or last name.





### 2.5.1 RL slip submitted online (XML file)

You can submit amended or cancelled RL-25 slips online. To amend or cancel an RL slip you already submitted online (in an XML file), follow the instructions in guide ED-425-V.

### 2.5.2 RL slip submitted by mail (paper form)

To amend a paper RL slip that has already been submitted by mail, file an amended slip marked “Modifié.” On the amended slip, re-enter the correct amounts from the slip already submitted and enter the corrected amounts in the appropriate boxes. In addition, enter the letter “A” in the box marked “Code du relevé” and the number shown in the upper right-hand corner of the slip you wish to amend in the box marked “N° du dernier relevé transmis.”

To cancel a paper RL slip that has already been submitted, make a photocopy of the original slip, write “Annulé” on it and, in the box marked “Code du relevé,” enter the letter “D.” Make sure that the number shown in the upper right-hand corner of the original slip is legible on the photocopy before you file it.

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## 2.6 Penalties

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

- file an RL-25 slip or, where applicable, the RL-1 summary late;
- fail to use online filing when filing more than 50 RL-25 slips.

If you fail to provide required information on an RL-25 slip, you are liable to a penalty of \$100. However, this penalty will not apply if the omission concerns the beneficiary’s personal information and you made reasonable efforts to obtain it.

**TAA 59, 59.0.0.3, 59.0.0.4, 59.0.2**



## 3 COMPLETING THE RL-25 SLIP

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### 3.1 Box marked “Année”

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Enter the year for which the amounts on the RL slip are being reported.

### 3.2 Box marked “Code du relevé”

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Enter “R” on original slips, “A” on amended slips and “D” on cancelled slips.

### 3.3 Box marked “N° du dernier relevé transmis”

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If you are completing an amended RL-25 slip, enter the number of the RL-25 slip you wish to amend. For more information about amending an RL slip, see section 2.5.

### 3.4 Box A1 – Actual amount of eligible dividends

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Enter the actual amount of eligible dividends that was allocated to the beneficiary.

An eligible dividend is a taxable dividend paid or deemed paid by a corporation resident in Canada that is:

- a public corporation or a corporation that is not a Canadian-controlled private corporation (CCPC) whose income is subject to the general corporation income tax rate;
- a CCPC whose income (other than investment income) is subject to the general corporation income tax rate.

497

### 3.5 Box A2 – Actual amount of ordinary dividends

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Enter the actual amount of ordinary dividends from Canadian corporations that was allocated to the beneficiary. Such dividends are not entered in box A1.

497

### 3.6 Box B – Capital gains (or losses) not used in calculating the deduction

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Enter the net amount of Canadian and foreign capital gains (or losses) that was allocated to the beneficiary. **Do not include** the capital gains (or losses) amount entered in box C that is used to calculate the capital gains deduction on qualified property. Enter a minus sign (–) before any amount that is a capital loss.

860



### Foreign capital gains (or losses)

The amount entered in box B includes foreign capital gains (or losses) allocated to the beneficiary. It must be entered in Canadian dollars.

If the amount entered in box B includes foreign capital gains for which foreign income tax must be entered in box H, enter "B-1" in one of the blank boxes, followed by the corresponding amount of foreign capital gains.

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## 3.7 Box C – Capital gains (or losses) used in calculating the deduction

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Enter the net amount of capital gains (or losses) on the disposition of qualified farm or fishing property or qualified small business corporation shares that was allocated to the beneficiary. This is the amount used to calculate the capital gains deduction on qualified property in the personal income tax return (TP-1-V).

Enter a minus sign (–) before any amount that is a capital loss.

If the amount entered in box C includes capital gains (or losses) on the disposition of qualified farm or fishing property, enter "C-1" in one of the blank boxes, followed by the corresponding amount of capital gains (or losses).

If the amount entered in box C includes capital gains (or losses) on the disposition of qualified small business corporation shares, enter "C-2" in one of the blank boxes, followed by the corresponding amount of capital gains (or losses).

*726.7, 726.7.1, 860*

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## 3.8 Box D – Other amounts allocated or paid

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Enter the total of the amounts that were allocated to an employee who is a beneficiary under a profit-sharing plan.

**Do not include:**

- the actual amount of eligible dividends entered in box A1;
- the actual amount of ordinary dividends entered in box A2;
- the capital gains (or losses) entered in box B that are not used in calculating the deduction;
- the capital gains (or losses) entered in box C that are used in calculating the deduction; or
- the amounts used to calculate the employee's income for a previous taxation year.

### 3.8.1 Amounts paid by the employer to the trustee of the profit-sharing plan

The amount entered in box D includes amounts paid by the employer to the trustee of the profit-sharing plan and allocated to the employee. Note that these amounts are subject, at the time they are paid, to employee and employer Québec Pension Plan (QPP) contributions. For more information, consult the *Guide for Employers* (TP-1015.G-V).

If the amount entered in box D includes an amount paid by the employer to the trustee, enter "D-1" in a blank box, followed by the corresponding amount paid to the trustee.

*47; AQPP 45(b)*



### 3.8.2 Amounts other than those paid by the employer to the trustee of the profit-sharing plan

The amount entered in box D includes:

- amounts previously allocated to other employees and subsequently reallocated;
- amounts allocated to the employee as profits made by the trust on property;
- business income paid; and
- foreign income allocated to the employee.

If the amount entered in box D includes amounts other than those paid by the employer, enter "D-2" in a blank box, followed by the total amount not paid by the employer. To obtain this amount, subtract the amount paid by the employer to the trustee from the amount entered in box D (including foreign income) (see section 3.8.1).

If the amount entered in box D includes foreign income for which foreign income tax must be reported in box H, enter "D-3" in a blank box, followed by the corresponding amount of foreign income. Note that it must be entered in Canadian dollars.

*47, 857, 859*

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### 3.9 Box E – Cancelled allocations

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Enter the amount of the allocations that were cancelled because the employee ceased to be a beneficiary of the plan during the year, provided the employee did not become a beneficiary again during the year.

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### 3.10 Box F – Taxable amount of eligible and ordinary dividends

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Enter the taxable amount of eligible dividends and ordinary dividends.

To obtain this amount, add the taxable amounts of dividends calculated according to the following formulas:

- amount from box A1  $\times$  138% (for eligible dividends);
- amount from box A2  $\times$  115% (for ordinary dividends).

*497, 863*

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### 3.11 Box G – Dividend tax credit

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Enter the amount of the dividend tax credit to which the beneficiary is entitled.

To obtain this amount, add the amounts of the tax credits calculated according to the following formulas:

- amount from box A1  $\times$  16.1460% (for eligible dividends);
- amount from box A2  $\times$  3.9330% (for ordinary dividends).

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### 3.12 Box H – Foreign income tax on non-business income

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Enter the beneficiary's share of the income tax paid by the trust to the government of a foreign country or a political subdivision of a foreign country on foreign non-business income (such income is included in box B or D).

If foreign income tax was paid on income reported in more than one box, a separate RL-25 slip must be filed for each type of income.

*772.6, 867*

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### 3.13 Box I – Québec income tax withheld at source

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Enter the amount withheld as Québec income tax during the year.

For information about payments subject to source deductions of income tax and the calculation of such source deductions, see the *Guide for Employers* (TP-1015.G-V). Be sure to use the version of the guide that was in effect at the time the payments were made.

*345(a)iii, 1015*

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### 3.14 Additional information

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To provide additional information, enter a code in a blank box, followed by the corresponding amount or information.

#### Example

<b>B-1</b>	<b>1 400,68</b>
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The table below lists and describes the codes applicable to the RL-25 slip. For each code, the corresponding section of the guide is also referenced.

**TABLE** Additional information

<b>Code</b>	<b>Description</b>	<b>Section of the guide</b>
B-1	Foreign capital gains realized	3.6
C-1	Capital gains (or losses): Qualified farm or fishing property	3.7
C-2	Capital gains (or losses): Qualified small business corporation shares	3.7
D-1	Amounts allocated, on which a Québec Pension Plan (QPP) contribution was made	3.8.1
D-2	Amounts allocated or paid, on which a QPP contribution was not made	3.8.2
D-3	Amount of foreign non-business income for which an amount of foreign income tax is entered in box H	3.8.2



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### **3.15 Box marked “Nom du régime d’intéressement”**

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Enter the names of the principal parties to the trust deed established under the profit-sharing plan.

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### **3.16 Identification**

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#### **3.16.1 Beneficiary**

Enter the beneficiary’s last name, first name and last known address (including the postal code) in the space marked “Nom de famille, prénom et adresse du bénéficiaire.”

Individuals are required to provide their SIN to any person filing an RL slip in their name. Individuals who do not have a number must apply for one with Service Canada. By law, the person filing the slip must also make reasonable efforts to obtain the individual’s SIN. Failure to provide an individual’s SIN in the box marked “Numéro d’assurance sociale du bénéficiaire” may result in penalties for both the individual and the person completing the slip.

#### **3.16.2 Trustee or employer**

On each RL slip, enter the name and address (including the postal code) of the trustee or employer in the space marked “Nom et adresse du fiduciaire ou de l’employeur.”



**RELEVÉ 25**

RL-25 (2022-10)

**Revenus provenant d'un régime d'intéressement**

Année		Code du relevé		N° du dernier relevé transmis	
<b>A1</b> - Montant réel des dividendes déterminés	<b>A2</b> - Montant réel des dividendes ordinaires	<b>B</b> - Gains (ou pertes) en capital ne servant pas à calculer la déduction	<b>C</b> - Gains (ou pertes) en capital servant à calculer la déduction	<b>D</b> - Autres montants attribués ou versés	
<b>E</b> - Attributions annulées	<b>F</b> - Montant imposable des dividendes déterminés et ordinaires	<b>G</b> - Crédit d'impôt pour dividendes	<b>H</b> - Impôt étranger sur des revenus non tirés d'une entreprise	<b>I</b> - Impôt du Québec retenu	
Renseignements complémentaires					

**Instructions et explications relatives aux cases du relevé 25**

S'il y a lieu, reportez les montants inscrits aux cases de ce relevé aux lignes correspondantes de votre déclaration de revenus.

**A1** Montant réel des dividendes déterminés (ligne 166). Le montant imposable est inscrit à la case F.

**A2** Montant réel des dividendes ordinaires (ligne 167). Le montant imposable est inscrit à la case F.

**B** Gains (ou pertes) en capital ne servant pas à calculer la déduction pour gains en capital sur biens admissibles (ligne 22 de l'annexe G)

**C** Gains (ou pertes) en capital servant à calculer la déduction pour gains en capital sur biens admissibles (ligne 56 de l'annexe G)

**D** Autres montants attribués ou versés. Les cotisations versées par votre employeur et qui vous sont attribuées pour l'année, incluses dans cette case, sont utilisées pour calculer l'impôt spécial. Remplissez le formulaire *Impôt spécial relatif à un excédent d'un régime d'intéressement* (TP-1129.RI).

**E** Attributions annulées. Une déduction peut être demandée à la ligne 207 de votre déclaration si ce montant a été inclus dans le revenu déclaré pour les années pendant lesquelles des montants ont été attribués.

**F** Montant imposable des dividendes déterminés et ordinaires (ligne 128)

**G** Crédit d'impôt pour dividendes (ligne 415)

**H** Impôt étranger sur des revenus non tirés d'une entreprise. Ce montant est utilisé pour calculer le crédit pour impôt étranger. Remplissez le formulaire *Crédit pour impôt étranger* (TP-772).

**I** Impôt du Québec retenu (ligne 451)

**Renseignements complémentaires**

**B-1** Gains en capital étrangers réalisés

**C-1** Gains (ou pertes) en capital – Biens agricoles ou de pêche admissibles

**C-2** Gains (ou pertes) en capital – Actions admissibles de petite entreprise

**D-1** Montants attribués ayant fait l'objet d'une cotisation au Régime de rentes du Québec (RRQ) (ligne 101)

**D-2** Montants attribués ou versés n'ayant pas fait l'objet d'une cotisation au RRQ (ligne 107)

**D-3** Montant des revenus étrangers non tirés d'une entreprise pour lesquels un impôt étranger est inscrit à la case H

Nom de famille, prénom et adresse du bénéficiaire

Nom du régime d'intéressement

Numéro d'assurance sociale du bénéficiaire

Nom et adresse du fiduciaire ou de l'employeur



Relevé officiel – Revenu Québec  
Formulaire prescrit

# 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

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

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

Cette publication est également disponible en français et s'intitule *Guide du relevé 25 – Revenus provenant d'un régime d'intéressement* (RL-25.G).

RL-25.G-V (2022-10)