

REVENU

QUÉBEC



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# GUIDE TO FILING THE RL-18 SLIP

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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 is intended to help you complete the RL-18 slip (securities transactions). The information in this guide does not constitute a legal interpretation of the *Taxation Act* or any other legislation. For more information, contact us at one of the addresses or numbers given at the end of the guide.

The numbers and abbreviations at the end of certain paragraphs refer to sections of the *Tax Administration Act* (TAA, followed by section numbers), the *Taxation Act* (section numbers only), the *Regulation respecting the Taxation Act* (numbers with the letter R) or the *Act to establish a legal framework for information technology* (ALFIT, followed by section numbers).

A number of technical terms and expressions used in this guide are defined in Part 5.



# PRINCIPAL CHANGE

## Elimination of the RL-18 summary

The RL-18 summary has been eliminated. Therefore, you no longer have to file the RL-18 summary when filing RL-18 slips. This also applies to RL-18 slips for previous years.

## 1 GENERAL INFORMATION

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. These transactions may involve the purchase, sale, redemption, acquisition or cancellation of securities.

Securities transactions must be reported where the recipient is an individual resident in Québec or a corporation with an establishment in Québec.

You must use a separate RL-18 slip for each transaction of a recipient (unless several transactions involve identical securities). See section 3.3.

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### 1.1 What is a security?

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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; and
- 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



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

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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 ff. 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

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## 1.3 When is it not necessary to file an RL-18 slip?

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You are not required to file an RL-18 slip for transactions involving

- 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, or of 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 ff.);



- 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 information return other than the RL-18 slip must be filed because of the redemption, acquisition or cancellation, under a section of Title XL of the *Regulation respecting the Taxation Act*,
- a transaction reported by a person under section 1086R57 of the *Regulation respecting the Taxation Act*,
- 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, no one has to file any RL-18 slips, as such a transaction need not be reported.

If the option expires, there is no transaction and therefore no need to file any RL-18 slips.



## 2 FILING THE RL-18 SLIP

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### 2.1 Format of RL-18 slips

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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 [www.revenuquebec.ca](http://www.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 at [www.revenuquebec.ca/partenaires](http://www.revenuquebec.ca/partenaires). We do not offer monetary compensation to persons who provide their own slips.

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

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### 2.2 Deadline for filing and distribution

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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-18 slips with Revenu Québec; and
- distribute copies of the RL-18 slips (or statements of account or transaction receipts) 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*

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### 2.3 Filing the RL slips with Revenu Québec

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**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.

If you wish to mail us paper copies of the slips, send them 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](mailto:edi@revenuquebec.ca).

We also 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*





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## 2.4 Distributing copies of the RL slips to the recipients

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There are a number of options when it comes to 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 (or statement of account or transaction receipt) 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).

1086R70

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## 2.5 Amending or cancelling an RL slip

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

To amend a paper RL slip that has already been submitted, file a new slip, clearly indicating on it the necessary corrections, the word "Modifié," the letter "A" in the box marked "Code du relevé" 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.

To cancel a paper RL slip that has already been submitted, make a photocopy of the slip, clearly indicate "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 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 for penalties if you file any RL-18 slip late.

You must make a reasonable attempt to obtain the information required to complete the RL-18 slip. If you fail to provide the required information, you will be liable to a penalty of \$100.

TAA 59, TAA 59.0.2

## 3 COMPLETING THE RL-18 SLIP

You can enter the data requested on the RL-18 slip manually (please print) or electronically (using software or a PDF version of the form that can be completed onscreen). Where there is no data to be entered in a box, leave it blank.

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### 3.1 Transactions in foreign currency

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All amounts on RL-18 slips must be given in 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. For information on exchange rates, consult the Bank of Canada's website at [www.bank-banque-canada.ca](http://www.bank-banque-canada.ca).

As a rule, amounts in foreign currency are converted into Canadian dollars before they are credited to the recipient's account. However, some recipients maintain foreign currency accounts and choose to convert their account balance themselves. In such a case, report in box 21 the amount of the proceeds of disposition in the foreign currency. Specify the foreign currency in the box marked "Code de la devise," using the code that complies with International Standard 4217 of the International Organization for Standardization (ISO). See section 3.5.3.

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### 3.2 Jointly owned securities

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Complete a single RL-18 slip for a transaction involving a security jointly owned by two or more persons.

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### 3.3 Transactions involving identical securities

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If a number of transactions involving identical securities are made on behalf of the same client, treat them as a single transaction and enter the total amount of the transactions. Examples of identical securities include units of the same mutual fund, all commodity futures and shares of the same class in the same corporation.

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### 3.4 Entering financial data

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In the boxes reserved for financial data, enter only dollar amounts; do not include cents. Do not enter the dollar sign or leave a space between groups of figures. However, use a comma to separate thousands from hundreds (for example, enter \$10,565.08 as 10,565).

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### 3.5 Description of the boxes on the RL-18 slip

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#### 3.5.1 Box marked "Année"

Enter the calendar year in which the transaction took place.



### 3.5.2 Box marked “Code du relevé”

Enter one of the following codes to specify the type of RL-18 slip:

- “R” for an original slip;
- “A” for an amended slip;
- “D” for a cancelled slip.

If you wish to amend an RL-18 slip, see section 2.5.

### 3.5.3 Box marked “Code de la devise”

Where a transaction was made 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

If the amounts are reported in Canadian dollars, leave the box blank.

If the amounts are in foreign currency, enter “200” in one of the blank boxes, followed by the full name of the currency (for example, **United States dollar**).

### 3.5.4 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.

### 3.5.5 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).

### 3.5.6 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 made for holders of a joint account, 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. Failure to indicate the number may result in a penalty for both the individual and the person required to file the slip.

RL-18 slips must be filed by the deadline, even if an individual states that he or she has applied for a social insurance number, but has not yet received it.

If the recipient is not an individual, enter the entity’s identification number.



### 3.5.7 Box 14 – Date

Enter the month and day of the transaction. 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 client, enter “12 31” (December 31).

Do not enter the year in this box.

### 3.5.8 Box 15 – Code for type of security

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

BON – Bond (“Obligation”)	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”)	
WTS – Warrant (“Bon de souscription”)	PTI – Publicly traded interest in a trust or partnership (“Participation, négociée sur le marché, dans une fiducie ou une société de personnes”)
FUT – Futures (“Opération à terme”)	
UNT – Unit (“Unité”)	

Box 15 must include the codes corresponding to those in field 35A of International Standard ISO 15022.

Certain codes have been added or changed to facilitate reporting as required under the *Taxation Act*.

If you use the ISO 15022 standard to record your transactions, you can enter the standard code in box 15.

### 3.5.9 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.

### 3.5.10 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).

### 3.5.11 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.



### 3.5.12 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.

### 3.5.13 Box 20 – Cost or book value

Enter the cost or book value of each security involved in a transaction.

#### NOTE

Cost or book value is the initial outlay or price paid or payable for a particular security. You are expected to take reasonable measures in order to ensure that the amount reported in box 20 is correct. **Do not enter** the market value or the current price the asset was sold for in box 20. The investor needs this amount to calculate the adjusted cost base (ACB) of the security and to track gains (or losses).

This amount may or may not reflect the investor's ACB for the purpose of determining the gain or loss from the disposition of the security. The investor should be aware that he or she may have to make adjustments to the amount indicated in box 20 at the time of determining and reporting his or her gain or loss from the disposition.

### 3.5.14 Box 21 – Proceeds of disposition or settlement amounts

You must file an RL-18 slip for all reportable transactions, regardless of the proceeds of disposition. Since there is no direct relationship between the proceeds of disposition and the resulting capital gain or loss, no administrative limit applies to reporting securities transactions.

#### NOTE

Box 21 can contain a negative number only if the security type code in box 15 is FUT ("opération à terme") or OPC ("contrat d'option").

Enter the total amount received by or credited to the recipient that relates specifically to the transaction (that is, the amount received or credited in exchange for the security disposed of).

#### Example

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



Report only the proceeds of disposition and amounts of a capital nature. Enter other amounts separately.

**Example**

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

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

Enter \$10,000 in box 21 as the proceeds of disposition.

Do not include the accrued interest (\$500) in the proceeds of disposition. Instead, report it on an RL-3 slip.

The bank charges (\$20) do not represent an amount payable to the bondholder and must therefore be excluded from the transaction. The bondholder, in determining the gain realized on the transaction, may consider this amount to be an expense related to the disposition.

If you record proceeds of disposition after deducting brokerage fees, enter the net amount in box 21.

**3.5.15 Boxes 22, 23 and 24 – Securities received in exchange**

Certain securities may be redeemed in return for another type of security. For instance, bonds may be redeemed for a specified quantity of gold or for another type of security. In this type of exchange, the original security is redeemed and the transaction must therefore be reported on an RL-18 slip.

Even if the recipient obtains new securities in exchange, they are often convertible into money at their fair market value. The amount is then credited to the recipient. Such transactions must be reported in box 21.

All proceeds of disposition credited in money must be reported in box 21, not in box 22, 23 or 24.

You must use boxes 22, 23 and 24 to report transactions involving an exchange of securities (where the recipient receives another security as total or partial consideration for the security disposed of) **only if** the trader or dealer in securities required to report the transaction is unable to reasonably determine the fair market value of the securities obtained in exchange for other securities.

Enter the code, quantity and type of securities received, referring to the instructions for boxes 15, 16 and 17, respectively.



Most security exchanges need not be reported on an RL-18 slip (see section 1.2).

**Example**

XYZ Corporation Inc. redeems one of its bonds for 20 ounces of gold.

If the value of the gold cannot be determined, complete boxes 22, 23 and 24 as follows:

- box 22: MET
- box 23: 20 OZ
- box 24: GOLD (OR)

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## 3.6 Identification

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### 3.6.1 Recipient

If the recipient is an individual, enter in the space marked “Nom et adresse du bénéficiaire” the last name in block letters, 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 name 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.

### 3.6.2 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 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.

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## 4.1 Remittance of income tax withheld

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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).

**1019**

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.

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## 4.2 Unclaimed proceeds of disposition subsequently paid out

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A trader or dealer in securities must file a special return where 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 to indicate that the amounts relate to an unclaimed proceeds of disposition account.

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.





## 5 GLOSSARY

### **Agent**

A person designated to act on behalf of another person.

### **Amalgamation**

The union of different 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 value**

The initial outlay or price paid for a security.

### **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).



**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 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.



# TO CONTACT US

## Online

[www.revenuquebec.ca](http://www.revenuquebec.ca)

## By telephone

### Individuals and individuals in business

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

Québec City <b>418 659-6299</b>	Montréal <b>514 864-6299</b>	Elsewhere <b>1 800 267-6299</b> (toll-free)
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### 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 <b>418 659-4692</b>	Montréal <b>514 873-4692</b>	Elsewhere <b>1 800 567-4692</b> (toll-free)
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### Complaints – Direction du traitement des plaintes

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

Québec City <b>418 652-6159</b>	Elsewhere <b>1 800 827-6159</b> (toll-free)
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### Individuals with a hearing impairment

Montréal <b>514 873-4455</b>	Elsewhere <b>1 800 361-3795</b> (toll-free)
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## 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

#### Québec City and other regions

Direction principale des relations avec la clientèle des entreprises  
Revenu Québec  
3800, rue de Marly  
Québec (Québec) G1X 4A5

### Complaints – Direction du traitement des plaintes

Revenu Québec  
3800, rue de Marly, secteur 3-4-5  
Québec (Québec) G1X 4A5