

Can-Act government remittances

How it works

AccèsD Affaires gives you access to government remittances via the Can-Act service, which is overseen by Emergis.

You can manage your government payments efficiently and securely:

- File your returns.
- Make your payments online or set them up for a later date.
- Manage your transactions, if needed.
- Check the future dated returns and change them, if required.
- Check your transaction history.

Available forms in Can-Act

Federal	Forms
Canada	Federal Payroll Deductions – Twice monthly - Threshold 1
	Federal Payroll Deductions – Weekly - Threshold 2
	Federal Payroll Deductions - Monthly
	Federal Corporation Tax Payments
	Federal Personal Tax Installments
	Federal GST/HST Return
	Note for New Brunswick: the HST payment (CRA form HST-R-02) can be made with the federal GST/HST return (CRA form GST-34).
	Federal GST/HST Remittance
	WCB of Nova Scotia Premium

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Provincial	Forms
Alberta	Alberta Finance - Corporate Income Tax
	Alberta Finance - Fuel Tax Collectors
	Alberta Finance - Fuel Tax - Railway Companies
	Alberta Finance - Health Costs Recovery
	Alberta Finance - Tourism Levy
	Alberta Finance - Insurance Corporations Tax
	Alberta Finance - International Fuel Tax (IFTA)
	Alberta Finance - Propane Tax Collectors
	Alberta Finance - Tobacco Tax
	Alberta Teacher's Retirement Payment
	Alberta Teacher's Association Payment
	Alberta School Employee Benefit Payment
	Alberta School Employee Health spending account
	British Columbia
Ontario	Payment to Family Responsibility Office – Ontario (Ministry of the Attorney General - Family Responsibility Office)
	Corporate Tax Administration for Ontario
	Retail Sales Tax - Ontario
	Employer Health Tax - Ontario
	Corporate Tax Administration for Ontario
Quebec	Quebec Payroll Source Deduction (Twice-Monthly)
	Quebec Payroll Source Deduction (Weekly)
	Quebec Payroll Source Deduction (Monthly)
	Quebec Payroll Source Deduction (Quarterly)
	Quebec Corporation Remittance Income Tax
	Quebec Personal Installment Remittance
	Quebec Combined GST + QST Installment
	Quebec QST Installment
	Quebec GST Installment
	Quebec Combined GST + QST Remittance
	Quebec QST Remittance
	Quebec GST Remittance
	Quebec Collection of Support Payments
Saskatchewan	Provincial Sales Tax - Saskatchewan
	Liquor Consumption Tax – Saskatchewan
	Fuel Tax 10A – Saskatchewan
	Wholesale Tobacco Tax – Saskatchewan
	Retailer Tobacco Tax – Saskatchewan
	Corporate Capital Tax Installment - Saskatchewan

Registration for the Can-Act government remittance service

Supported browsers: Internet Explorer 5.x and higher

Registration for Can-Act is done by the AccèsD Affaires primary administrator.

Once registered, all users with access to government remittance services will have access to Can-Act.

Registration is done by the primary administrator on the registration page under the tab **Payments - Government remittances - Can-Act forms**, and accepts the terms by clicking **Register**.

He or she must then define a list of accounts (maximum of 20 from the accounts listed in the AccèsD Affaires file) to use for Can-Act remittances. They must be Canadian business chequing or savings accounts.

Please note that users registered for Can-Act have access to these accounts, regardless of their access rights on AccèsD Affaires.

Once the list is validated, the primary administrator is directed to the Can-Act site and the registration is active.

The first time you log on to Can-Act, the company's name is set as "AccèsD Affaires primary administrator" and the phone number is the one which appears in the AccèsD Affaires file.

The member must update the profile on the Emergis site by selecting the "Modify profile" option. This helps Emergis to follow-up in the even of a payment problem.

Add a payment type

To use the Can-Act government payment service, the primary administrator must define the eligible payments for this service.

In the Can-Act main menu, click on **Add payment type**.

Select the desired payment type from the list and click on **Next**.

Enter the payment type and click on **Add this Payment Type**.

Edit a payment type

If the details for a payment type are incorrect, select it from the main menu and click on **Edit Payment Type**.

Correct the information.

Click on **Save Changes**.

Remove a payment type

Please note that when you remove a payment type, you have to delete all future dated payments associated with it.

To completely remove a payment type, select it from the main menu and click on **Remove Payment Type**.

If there are several payments of this type, select the one you want and click on **Remove Payment Type**.

When asked if you want to remove the account, click on **OK**.

A confirmation page will appear.

Make a payment or file a return

On AccèsD Affaires, select the **Payments** tab, then **Government remittances and Can-Act forms**.

The page **Government remittances – Can-Act** presents the list of accounts that can be used for your Can-Act payments. Only the primary administrator can change the list.

Click on **Confirm** to access the Can-Act service.

Can-Act's page **Tax Payment & Filing – Main menu** lists the payment types you set up. Select the desired payment type and click **Make a payment**.

Enter the details and click **Pay**.

When entering an amount, do not use spaces or commas. For example, enter \$10000 and not \$10,000 or \$10 000.

You may only enter positive amounts, though calculations may result in a negative amount and your company may be eligible for a refund.

Check the information and click **Confirm**.

The confirmation page lists the payment details and a confirmation number. It is recommended that you print this page and use it when contacting Emergis customer service.

If a transaction is pending approval, a confirmation number is provided when the required number of approvers authorizes the transaction.

Payments can only be future dated for the next business day, **at the earliest**:

Please note that Can-Act debits your account within two business days of the transaction.

Remittances made on Can-Act are listed on your statement with the code **WGC**, along with a description and transaction confirmation number.

Cancellation of a payment

You can cancel a payment dated for the following day, as long as it is done **before 11:59 p.m.** If a payment is processed by mistake, it can be cancelled by contacting Emergis customer service at **1-800-206-9444**.

In the main menu, click on **View/Cancel Future Dated Transactions**.

Enter the search criteria (if needed) and click on **View Transactions**.

Click on the transaction you want to change or cancel.

Click on **Cancel this transaction**.

A payment that has not yet been authorized by all the required approvers can be cancelled by an authorized approver without additional authorization.

Cancelling a payment that has been approved and is listed as “To be processed” and approving a payment requires the same number of approvers.

Important: Any payment that is not approved for cancellation by the required number of approvers will be completed.

Approval and signature

Like AccèsD Affaires, Can-Act also has a two-signature option with:

- a requirement of 1 or 2 authorization signatures
- a limit after which an acknowledgement is required
- authorized signers

There are however, two differences:

- Two signatures are required for all payments, regardless of which account is used (on AccèsD Affaires, they are required only for payments made from two-signature accounts).
- Two signatures are required when payments are added and removed (on AccèsD Affaires, they are only required for new payments).

Note: If your business is registered for the two-signature option on AccèsD Affaires, but you do not use it (because you do not have a two-signature account), please remove this option from your file. If the double signature option is required for your Can-Act transactions, it may be activated.

The two-signature information in your AccèsD Affaires file is transmitted each time you access Can-Act. If you change it on AccèsD Affaires, the Can-Act two-signature setting will be affected.

If a payment over the two-signature limit is filed, it is placed on hold, pending a second authorization (Pending Approval section):

- If the user who created the payment is an authorized approver, only one other approver is required.
- If the user who created the payment is not an authorized approver, two other approvers are required.

Approval of a payment

To authorize a payment in the Transaction Approval section, approvers must click on the payment link to get the details. The approval status is then displayed:

- pending approval (0/2), pending approval (1/2)
- pending cancellation (0/2), pending cancellation (1/2)
- expired (payment period is expired; transaction will not be completed).

The approver must then click on **Approve** to authorize a payment.

Note: The **Approve** button does not appear for users who are not authorized approvers, or for approvers who have already acknowledged a transaction.

When the second approver authorizes a payment, a confirmation page with a confirmation number will appear.

Important: You must make sure that transactions pending approval are approved **before the scheduled payment date** or they will not be completed.

Cancellation of a payment

A payment requires the same number of authorizations for approval and for cancellation.

To delete a payment, the approver must click **Cancel This Transaction** on the payment detail page.

Important: Any transaction that is not approved for cancellation by the required number of approvers will be completed.

Search for a scheduled transaction

In the **View/Cancel Future Dated Transactions** section, you have the option of entering search criteria. Click on a transaction for details.

Click the **Audit** button to track a transaction.
Click **Cancel This Transaction** to cancel.

Transaction history

In the **View/Cancel Future Dated Transactions** section, you have the option of entering search criteria. Click on a transaction for details.

Transaction histories are available online for 13 months.

Help

Check the help pages at any time on Can-Act to find out:

- when a payment was entered
- when a payment was completed
- when a government received a payment

At registration, the Can-Act system assigns a user code for the company, as well as a code for each user in the company. These codes are listed at the top right corner of most of the Can-Act pages and are very useful when contacting Emergis customer service.

If you have any questions, call Emergis customer service at:
1-800-206-9444.

Annex 1

Transaction status possibilities	
Processed	Transaction completed
Cancelled	Original transaction cancelled
To be processed	Transaction scheduled for a later date. Does not require approval.
Pending approval (0/2), (1/2) or (0/1)	Transaction scheduled for a later date. Requires approval from one or more users.
Pending cancellation (0/2), (1/2), or (0/1) or Cancellation Request	Request for cancellation of original transaction. It must be acknowledged by the required number of approvers.
Expired Or Transaction failed	The approval period for the transaction has expired.
Cancellation Failed	Failed to cancel transaction in time.
Returned Item	Item has been returned by your financial institution ->Not processed.
Returned Item Audit Record	Details of the returned item.

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Annex 2

Can-Act codes et remittance descriptions						
Government	Form no.	Transaction no.	French code	Description	English code	Description
Canadian government	PD7A	11	EMPTX	Déduction à la source fédérale - Bimensuelle - Seuil 1	EMPTX	Federal Payroll Deductions twice monthly (Thres.1)
	PD7A-TM	12	EMPTX	Déduction à la source fédérale - Hebdo - Seuil 2	EMPTX	Federal Payroll Deductions - Threshold 2 (Weekly)
	PD7A-RB	13	EMPTX	Déduction à la source fédérale - Mensuelle	EMPTX	Federal Payroll Deductions - Monthly
	RC160	20	TXINS	Impôt fédéral sur le revenu des sociétés	TXINS	Federal - Corporation Tax Payments
	T7DR	21	TXINS	Impôt fédéral sur le revenu des particuliers	TXINS	Federal - Personal Tax Installment
	GST34	34	TPS34	Déclaration fédérale de TPS/TVH	TPS34	Federal - GST/HST RETURN
	GST58	58	TPS58	Remise fédérale de TPS/TVH	TPS58	Federal - GST/HST REMITTANCE
	W1-B	963	WCBNS	WCB of Nova Scotia Premium (en anglais seulement) (Commission des accidents du travail de la Nouvelle-Écosse)	WCBNS	WCB of Nova Scotia Premium
Note for New Brunswick: the HST payment (CRA form HST-R-02) can be made with the federal GST/HST return (CRA form GST-34).						
Alberta government	AT1	905	ABCIT	Alberta Finance - Corporate Income Tax	ABCIT	Alberta Finance - Corporate Income Tax
	AT362	906	ABOMC	Alberta Finance - Fuel Tax Collectors	ABOMC	Alberta Finance - Fuel Tax Collectors
	AT363	908	ABRC	Alberta Finance - Fuel Tax - Railway Companies	ABRC	Alberta Finance - Fuel Tax - Railway Companies
	AT252	909	ABHCR	Alberta Finance - Health Costs Recovery	ABHCR	Alberta Finance - Health Costs Recovery
	AT317	910	ABHRT	Alberta Finance - Tourism Levy	ABHRT	Alberta Finance - Tourism Levy
	AT2095	912	ABINS	Alberta Finance - Insurance Corporations Tax	ABINS	Alberta Finance - Insurance Corporations Tax
	AT2059	913	ABIFT	Alberta Finance - International Fuel Tax (IFTA)	ABIFT	Alberta Finance - International Fuel Tax (IFTA)
	AT360	915	ABLPG	Alberta Finance - Propane Tax Collectors	ABLPG	Alberta Finance - Propane Tax Collectors
	AT300	916	ABTBX	Alberta Finance - Tobacco Tax	ABTBX	Alberta Finance - Tobacco Tax
	----	614	ATRF	Alberta Teacher's Retirement Payment	ATRF	Alberta Teacher's Retirement Payment
	----	615	ATA	Alberta Teacher's Association Payment	ATA	Alberta Teacher's Association Payment
	----	616	ASEBP	Alberta School Employee Benefit Payment	ASEBP	Alberta School Employee Benefit Payment
	----	617	ASEHS	Alberta School Employee Health spending account	ASEHS	Alberta School Employee Health spending account
British Columbia government	FIN400	800	BCSST	Taxe de vente provinciale Colombie-Britannique	BCSST	British Columbia Social Service Tax
Ontario government	----	448	MAG	Paiement à Bureau des obligations familiales - Ontario (Ministère du Procureur général - Bureau des oblig famil.)	MAG	Family Resp. Office - Ontario payment
	336	73	ONTVD	Impôt sur le revenu des sociétés de l'Ontario	ONRST	Ontario Retail Sales Tax (return)
	888	74	ONTVD	Taxe de vente au détail -Ontario	ONRST	Ontario Retail Sales Tax (payment)
	1334	80	ONISE	Impôt santé des employeurs - Ontario	ONEHT	Ontario Employer Health Tax
	626	956	ONIC	Impôt sur le revenu des sociétés - Ontario	ONCT	Ontario Corporations Tax

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Government	Form no.	Transaction no.	French code	Description	English code	Description
Quebec government	TPZ-1015.R14.1	300	RAS	Retenues à la source Québec - Bimensuelle	PAY	Quebec Payroll Source Deduction (Twice-Monthly)
	TPZ-1015.R14.2	301	RAS	Retenues à la source Québec - Hebdomadaire	PAY	Quebec Payroll Source Deduction (Weekly)
	TPZ-1015.R14.3	302	RAS	Retenues à la source Québec - Mensuelle	PAY	Quebec Payroll Source Deduction (Monthly)
	TPZ-1015.R14.4	312	RAS	Retenues à la source Québec - Trimestrielle	PAY	Quebec Payroll Source Deduction (Quarterly)
	COZ-1027.R COZ-1027.S	306	DECOR	Acomptes provisionnels Impôt sur le revenu des sociétés - Québec	DECOR	Quebec Corporation Remittance Income Tax
	TPZ-1026A	307	COREC	Acomptes provisionnels Impôt sur le revenu des particuliers - Québec	COREC	Quebec Personal Installment Remittance
	FPZ-558	310	TXAP	Acomptes provisionnels TPS-TVQ - Québec	TXIN	Quebec Combined GST + QST Installment
	VDZ-458.0.1	308	TVQAP	Acomptes provisionnels TVQ - Québec	QSTIN	Quebec QST Installment
	PFZ-58	309	TPSAP	Acomptes provisionnels TPS - Québec	GSTIN	Quebec GST Installment
	FPZ-500	305	TVQPS	Remise combinée - TPS+TVQ - Québec	G-QST	Quebec Combined GST + QST Remittance
	VDZ-471	303	TVQ	Remise de TVQ Quebec	QST	Quebec QST Remittance
	FPZ-34	304	TPS	Remise de TPS Quebec	GST	Quebec GST Remittance
	PPA-101	311	RPPAQ	Le Regime de perception des pensions alimentaires	RPPAQ	Quebec Collection of Support Payments
Saskatchewan government	FI-1241	100	SKTAX	Taxe de vente provinciale - Saskatchewan	SKTAX	Sask. Provincial Sales Tax
	F1-1244	102	SKLQR	Taxe sur la consommation d'alcool - Saskatchewan	SKLQR	Sask. Liquor Consumption Tax Return
	FI-1242	103	SKFUL	Taxe sur les carburants 10A - Saskatchewan	SKFUL	Sask. Fuel Tax 10A
	----	104	SKTOB	Taxe sur la vente en gros de tabac - Saskatchewan	SKTOB	Sask. Wholesaler Tobacco Tax Return
	FI-1243	105	SKTOB	Taxe sur la vente au détail de tabac - Saskatchewan	SKTOB	Sask. Retailer Tobacco Tax Return
	FI-1245	106	SKCOR	Versement Impôt sur le capital des sociétés - Saskatchewan	SKCOR	Sask. Corp. Capital Tax Installment