



Election and Revocation of an Election to Use the Quick Method of Accounting

Use this form if you want to use the quick method of accounting, or stop using this method. You can also elect to use the quick method by using our online services at canada.ca/my-cra-business-account or at canada.ca/taxes-representatives. If you choose to make the choice using the online services, do not send us this form.

For more information, see the back of this form, or Guide RC4058, *Quick Method of Accounting for GST/HST*.

Note

If you do not have a permanent establishment in any particular province in Canada, you are **not** eligible to use the quick method.

Part A – Identification

Name and trading name (if different from name)	Business number
--	-----------------

Part B – Election

I elect to use the quick method of accounting to calculate my net tax.

I wish to begin using the quick method of accounting effective the first day of my reporting period beginning:

Year	Month	Day

Part C – Revocation of election

I revoke the election that I made to use the quick method of accounting to calculate my net tax.

Effective date of revocation of election:

Year	Month	Day

Note

The effective date of revocation has to be at least one year after the date of the election (see the back of this form for the exception to this rule).

Part D – Certification

I, _____, certify that the information given on this form is, to the best of my knowledge, correct and complete.
(print name)

I understand that this election for the quick method of accounting is binding for a minimum of one year, unless the business no longer meets the eligibility criteria. I also understand that once this election is revoked, I must wait at least one year before I can elect to use the quick method again.

Signature of the authorized person	Year	Month	Day

Personal information is collected under the *Excise Tax Act* and *An Act Respecting the Québec Sales Tax* to administer tax, rebates, and elections. It may also be used for any purpose related to the administration or enforcement of these Acts such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/cra-info-source, Personal Information Bank CRA PPU 241.

General Information

Who can make this election?

Generally, you can use the quick method if the total annual revenue from your worldwide taxable supplies (including GST/HST and zero-rated supplies) and those of your associates in either the first four or the last four consecutive fiscal quarters in the last five fiscal quarters is no more than \$400,000.

For reporting periods beginning before January 2013, the quick method threshold for annual worldwide taxable supplies (including GST/HST and zero-rated supplies) was \$200,000.

Certain businesses **cannot** use the quick method. For more information, see Guide RC4058, *Quick Method of Accounting for GST/HST*.

Note

If you do not have a permanent establishment in any particular province in Canada, you are **not** eligible to use the quick method.

When can you make the election?

If you file annual GST/HST returns, you have to make the election by the first day of your second fiscal quarter.

If you file monthly or quarterly GST/HST returns, you have to make your election by the due date of the return in which you begin using the quick method.

You can start using the quick method on the effective date you indicate to us on this form. However, this date has to be the first day of a GST/HST reporting period.

If you previously elected to use the quick method and had revoked that election, you have to wait at least one year from the date the revocation became effective before you can elect to use the quick method again.

How do you elect to use the quick method?

You can elect to use the quick method by using our online services at canada.ca/my-cra-business-account or canada.ca/taxes-representatives, or by completing and sending this form to your tax services office. You can find the address at canada.ca/cra-offices.

How long does the election stay in effect?

Generally, the election stays in effect as long as the total annual revenue from your worldwide taxable supplies (including the GST/HST and zero-rated supplies), and those of your associates, does not exceed \$400,000, **or** until you become a person that cannot use the quick method because of the type of business you carry on.

If your election ceases to be in effect, you have to start accounting for the GST/HST using the regular method:

- at the beginning of your next fiscal year if you file annual returns and, in your current fiscal year, you exceed the \$400,000 threshold or you become a person that cannot use the quick method because of the type of business you carry on;
- at the beginning of your second fiscal quarter of a fiscal year if you file monthly or quarterly returns, your election to use the quick method **was** in effect at the beginning of that year, and you exceeded the \$400,000 threshold in your previous fiscal year;
- at the beginning of your next fiscal quarter if you file monthly or quarterly returns, your election to use the quick method **was not** in effect at the beginning of the fiscal year, and you exceeded the \$400,000 threshold in both the first four and the last four consecutive quarters of the previous five fiscal quarters; or
- at the beginning of a fiscal quarter if you file monthly or quarterly returns and you become a person that cannot use the quick method because of the type of business you began to carry on in the fiscal quarter.

Note

For reporting periods beginning before January 2013, the quick method threshold for annual worldwide taxable supplies (including GST/HST) was \$200,000.

When and how can you revoke the election?

You can revoke the election only after your quick method election has been in effect for at least one year. Generally, you have to revoke the election by the due date of the GST/HST return for the last reporting period in which you wish to use the quick method.

You can revoke the election by using our online services at canada.ca/my-cra-business-account or canada.ca/taxes-representatives, or by completing and sending this form to your tax services office. You can find the address at canada.ca/cra-offices.

If you revoke the election, you have to wait at least one year before you can elect to use the quick method again.

What if you need help?

For more information, see Guide RC4058, *Quick Method of Accounting for GST/HST*, go to canada.ca/gst-hst or call **1-800-959-5525**.

Forms and publications

To get our forms and publications, go to canada.ca/gst-hst-pub.