Instructions for sending Relevé 1 slips in XML format (<u>mandatory if more than 5 slips</u>).
IMPORTANT: This file does not include the Summary 1 which must be transmitted separately (for example, in paper format, by mail).

Go to the Revenu Québec website (https://www.revenuquebec.ca/en/).

At the bottom, click on the blue rectangle "ONLINE SERVICES".

Under "ONLINE SERVICES", click on "Businesses".

In the section "Services available outside My Account" click on the blue link "Transmitting RL Slips".

At the bottom right, click on the "Start" button.

Enter the transmitter number (NP followed by 6 digits).

Enter the identification number (10 digits) -> Qc employer number without the end (ex: RS0001).

Click on the "Next' button.

Enter the name of the preparer which is **the name of the business.**

Enter the name of the contact person.

Enter the telephone number of the contact person.

Select the type of the RL slip which is **RL-1 slip.**

Select the taxation Year of the RL-1 slips (for example: 2024).

Select the type of package (for example: 1- Original file).

Click on the Next button.

Click on the grey "Browse" button to select the XML file to send to Revenu Québec.

For example, for the 2024 Rel 1 slips, the file is located in the VSPS 2024 folder, in the subdirectory XML, in the subdirectory with the company name followed by "_XML".

The name of the file begins with the 2 digits of the year of the slips (ex: 24 for 2024), followed by the 6 digits of the transmitter number, followed by 3 digits which indicate the file number (ex: 001 for the 1st file created) and followed by the file extension ".XML". For example, if the year is 2024 and the transmitter number is NP123456, the file name is 24123456001.XML. If, subsequently, you create a second file, the name will be 2412345600**2**.XML.

Click on the "Submit" button.

It is important to print the acknowledgment of receipt.

* Note: If you do not have a transmitter number yet, you must fill out the **ED-430 form available on our website, in the F.A.Q. section (Relevé 1)**. Some informattion is already entered (VSPS as the software name, number of serial numbers required, etc).