RQ Data Import

What is RQ Data Import?

Preparing TP1 returns? RQ Data Import lets you securely download relevant slips and information for clients from Revenue Quebec. It automatically carries that data to both federal and provincial fields, saving you time.

What data can you download using RQ Data Import?

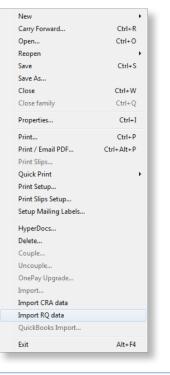Revenu Québec has made the following data available for download:

- Information on the following slips: RL slips (RL-1, RL-2, RL-3, RL-5, RL-6, RL-7, RL-8, RL-10, RL-16, RL-19, RL-22, RL-24, RL-25, RL-26, and RL-29), T4, T4A, T4A(P), T4A(RCA), T4RIF, T4RSP, T4E, T4A(OAS), T4PS, T3, T5006, T5007, T5008, T101, T5013, and T2202A

- Instalment amounts

- Interest paid by Revenu Québec

- Some personal information on the T1 Info worksheet

- RC62 form: (Box 10 UCCB[0] and Box 12 UCCB[1])

What do you need to do before using RQ Data Import?

The following information is required to use RQ Data Import:

- The client's Social Insurance Number (SIN)

- Your NetFile Québec number

- Your Revenu Québec access code

- The client's Revenu Québec download code

1. Do one of the following:

   - To import RQ data into an existing return, open the TP1 return into which you want to import the information.

   - To create a new return with the imported RQ data, close all T1/TP1 returns.
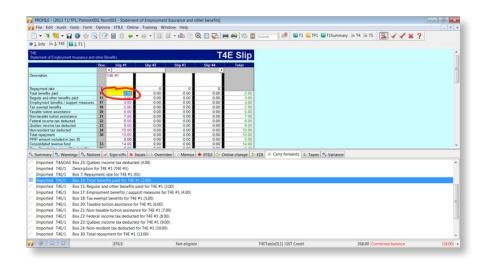
2. Go to the **File** menu and click Import **RQ data.**

New	▸
Carry Forward...	Ctrl+R
Open...	Ctrl+O
Reopen	▸
Save	Ctrl+S
Save As...	
Close	Ctrl+W
Close family	Ctrl+Q
Properties...	Ctrl+I
Print...	Ctrl+P
Print / Email PDF...	Ctrl+Alt+P
Print Slips...	
Quick Print	▸
Print Setup...	
Print Slips Setup...	
Setup Mailing Labels...	
HyperDocs...	
Delete...	
Couple...	
Uncouple...	
OnePay Upgrade...	
Import...	
Import CRA data	
Import RQ data	
QuickBooks Import...	
Exit	Alt+F4

3. When the Import Wizard appears, enter the following information:

   a. The client's Social Insurance Number (SIN)

   b. Your NetFile Québec number

   c. Your Revenu Québec access code

   d. The client's Revenu Québec download code

Tip: If you previously entered your NetFile Québec number and Revenu Québec Access Code in the **EFILE options** window (click EFILE > Options), ProFile fills those in automatically. ProFile also enters the SIN from the Info worksheet in the TP1 return.

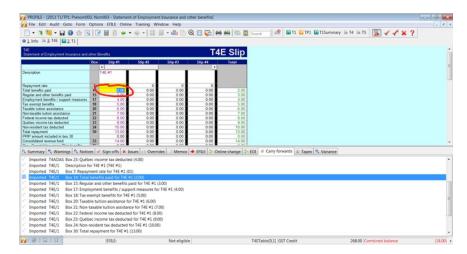4. When you're done, click **Import.** ProFile starts processing the data, displaying its progress in the Progress box.

5. When the import process finishes, the Import Wizard closes and ProFile carries the information to the T1/TP1 return.

6. To check the data that is imported, open the Auditor (press **CTRL+F9**), and click the **Carry Forwards** tab. Imported data also appears in purple within the appropriate forms and slips.

FAQs

1. How do I check the data that was imported?

You can see the fields that were imported in the **Carry Forwards** tab of the Auditor tool (press **CTRL+F9**). The imported data also appears in purple within the appropriate forms and slips.

2. How do I learn more about importing government data?

For more details on importing government information into a return, search for the topic "Import government data into a T1/TP1 return" under the in-product help.

3. What data is imported by RQ Data Import?

- The recipient's name and address

- The recipient's slip data (including RL-1, RL-2, RL-3, RL-5, RL-6, RL-7, RL-8, RL-10, RL-16, RL-19, RL-22, RL-24, RL-25, RL-26, and RL-29, RC-62, T4E, and T4AOAS)

4. Do you import any other government data?

We do! The CRA Data Import feature is similar to RQ Data Import. The CRA allows the following information to be imported to the appropriate fields:

Instalments

- Instalments available to claim (Other Credits worksheet, line 476)

RRSP, HBP, and LLP (RRSP/PRPP worksheet):

- RRSP deduction limit

- Unused RRSP contributions

- Required HBP repayments

- Required LLP repayments

Carryover Amounts:

- Eligible taxable capital gains (T657)

- Capital gains deduction (T657)

- Federal and provincial tuition, education, and textbook amounts (Schedule 11)