Clear Data

Canada Revenue Agency | Agence du revenu du Canada

**Protected B** when completed

# Notification of GST/HST Accounting Periods

Fill out this form to notify the Canada Revenue Agency (CRA) of your business's accounting periods, or to request approval to use fiscal months that are **not** within standard guidelines. You can also make this election by using the "File an election" digital service in My Business Account or in Represent a Client at **canada.ca/cra-sign-in-services**. If you use the CRA's digital services, do **not** send this form.

Do not use this area.

**Note**
Do **not** fill out this form if you are a selected listed financial institution (SLFI) for GST/HST or QST purposes or **both** and you are a registrant for GST/HST and QST purposes. Instead, fill out Form RC7271, Notification of GST/HST and QST Accounting Periods for Certain Selected Listed Financial Institutions. For more information, go to **canada.ca/gst-hst-financial-institutions**.

For more information, see page 3.

## Part A – Identification

Legal name: _____

Business number: _____ R T _____

Operating, trading, or partnership name (if different from legal name): _____

## Part B – Fiscal year

Enter the fiscal year for which you are filing this notification or request:

From Year Month Day _____ to Year Month Day _____

## Part C – Notification

Fill out this part regardless of how often you file GST/HST returns. This information will help the CRA determine the due dates for your GST/HST returns. If you have an annual reporting period, the CRA uses this information to determine the due dates of your instalment payments, if applicable. For more information, see "Guidelines for fiscal quarters and fiscal months" on page 3.

In the appropriate spaces, enter the start and end dates for **both** your **fiscal quarters** and **fiscal months**.

**Fiscal quarters**

| | Start date (Year Month Day) | End date (Year Month Day) |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |



Canada

## Part C – Notification (continued)

| Fiscal months | Start date | | | End date | | |
|---|---|---|---|---|---|---|
| | Year | Month | Day | Year | Month | Day |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |

| Fiscal months | Start date | | | End date | | |
|---|---|---|---|---|---|---|
| | Year | Month | Day | Year | Month | Day |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |

## Part D – Request

☐ I request approval to use fiscal months that are shorter or longer than those described on page 3. Attached is a list of the fiscal months for which I am requesting approval. The list indicates the start and end dates of each month. Also included is an explanation of why I need to use these fiscal months. The fiscal quarters meet the guidelines described on page 3.

## Part E – Certification

I certify that the information given on this form and in any attached document is correct and complete, and that I am the registrant or that I am authorized to sign on behalf of the registrant.

Name (print) _____ Title _____

Telephone number _____ Extension _____ Signature _____ Year _____ Month _____ Day _____

Personal information is collected and used to administer or enforce Part IX of the Excise Tax Act, and related programs and activities including administering tax, rebates, elections, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 241 on Info Source at **canada.ca/cra-info-source**.

Clear Data

# General information

## Who should fill out this form

Fill out this form if your accounting periods vary in length throughout your fiscal year, or if your quarter-end and month-end dates do not end on the last day of a calendar month. Your accounting periods have to meet our guidelines for fiscal quarters and fiscal months. See "Guidelines for fiscal quarters and fiscal months" below.

Fill out this form if you want to use fiscal months that do **not** meet the guidelines described below. See "Request to shorten or lengthen fiscal months" on this page.

Do not fill out this form if either:

- your business uses a 12 calendar month fiscal year, each fiscal year ends on the same date every year, and your fiscal months and quarters do not meet the guidelines described on this form
- you want to change either your GST/HST fiscal year or your GST/HST filing frequency (for example, from quarterly to monthly). To change your GST/HST fiscal year, fill out Form GST70, Election or Revocation of an Election to Change a GST/HST Fiscal Year. To change your GST/HST filing frequency, fill out Form GST20, Election for GST/HST Reporting Period

## Accounting periods

Accounting periods are consecutive periods of time during the course of a fiscal year. Books and records are maintained to record the financial transactions and activities of a business during these accounting periods.

Many businesses use a period of 12 calendar months as their fiscal year. In this case, a business's fiscal year ends on the same date every year. The fiscal year is divided into accounting periods of fiscal months and fiscal quarters that end at calendar month-end.

Other businesses do **not** use a period of 12 calendar months as their fiscal year. Some businesses divide their fiscal year into accounting periods that have a consistent number of working days. Others use 4-week accounting periods and have a fiscal year-end that always falls on a particular day of a month. In these cases, the date of the fiscal year-end usually changes from year to year. The number of calendar days per accounting period also varies.

## Guidelines for fiscal quarters and fiscal months

### Fiscal quarters

There are four fiscal quarters in each fiscal year. The first fiscal quarter in a fiscal year starts on the first day of that fiscal year, and the last fiscal quarter ends on the last day of that fiscal year. Each fiscal quarter **cannot** be longer than 119 days and, except for the first and last quarters of the fiscal year, each fiscal quarter **cannot** be shorter than 84 days.

### Fiscal months

The first fiscal month in each fiscal quarter starts on the first day of that fiscal quarter, and the last fiscal month in each fiscal quarter ends on the last day of that fiscal quarter. Each fiscal month **cannot** be longer than 35 days and, except for the first and last month of a fiscal quarter, each fiscal month **cannot** be shorter than 28 days.

## Notification of accounting periods

To notify the CRA of your accounting periods, fill out parts A, B, C, and E of this form and send it to the CRA. Be sure to enter **all** of the fiscal period start and end dates in Part C. Attach a separate sheet if you have more than 14 fiscal months in a fiscal year.

If your fiscal months do **not** meet the guidelines for fiscal months, see "Request to shorten or lengthen fiscal months" below.

## Effect of notification

If the accounting periods you use are within the guidelines, the CRA will base your GST/HST reporting and remittance requirements on these periods.

If you have been authorized to file separate GST/HST returns for branches or divisions of your business or organization, the branches or divisions have to use the same accounting periods as the parent organization.

## When to file notification

File this form on or before the first day of the fiscal year it relates to. If you are a new GST/HST registrant, file this form no later than:

- the day you apply to be registered or, if you had to file an application on or before an earlier day, that earlier day
- the effective date of your registration

You have to file a new notification for **each** fiscal year for which you want to use your accounting periods. If you do not tell the CRA your accounting periods, the CRA will revert your GST/HST return and payment due dates to calendar months or calendar quarters, as appropriate.

## Request to shorten or lengthen fiscal months

You have to request approval to use fiscal months that do **not** meet the guidelines for fiscal months in "Guidelines for fiscal quarters and fiscal months" on this page. To make your request, fill out parts A, B, D, and E of this form and send it to the CRA with a list of the months for which you are requesting approval and your reasons for using these fiscal months.

The CRA will notify you if we approve your application to modify the length of fiscal months. If the CRA denies your request, you have to file a notification using fiscal months that meet the guidelines.

## Where to send this form

Send this form and any attachments to your tax centre. To get the address of your tax centre, go to **canada.ca/cra-offices**.

## If you need help

For more information, see Guide RC4022, General Information for GST/HST Registrants, go to **canada.ca/gst-hst**, or call **1-800-959-5525**.

To get the CRA's forms and publications, go to **canada.ca/gst-hst-pub**.