

GENERAL INFORMATION

Fiscal Year

Fiscal months 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 fiscal months.

Many businesses use a 12-month period 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 periods of fiscal months that end at calendar month ends.

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

Who can use this form?

Use this form if your fiscal months vary in length throughout your fiscal year, or if month-end dates do not end on the last day of a calendar month. Your fiscal months have to meet our guidelines for fiscal months as described in the section called "Guidelines for fiscal quarters and fiscal months."

You can also use this form if you want to use fiscal months that do not meet the guidelines described in the section called "Guidelines for fiscal quarters and fiscal months." See the instructions in the "Request to shorten or lengthen fiscal months" section on this form.

Do not use this form if:

your business uses a standard 12-month fiscal year, your year end is on the same date every year or your fiscal months do not meet the guidelines described on this form.

Guidelines for fiscal quarters and fiscal months

Fiscal quarters

There cannot be more than four fiscal quarters in each fiscal year. The first fiscal quarter in a fiscal year has to start on the first day of the fiscal year and the last fiscal quarter has to end 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

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 fiscal months

To notify us of your fiscal months, complete sections A, B, C, and E on the front of this form and send it to us. Be sure to enter all of the fiscal period start and end dates in section 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 the section called "Request to shorten or lengthen fiscal months."

Effect of notification

If the fiscal months you use are within the previously indicated guidelines, we will base your excise duty reporting and remittance requirements on these months.

If you have been authorized to file separate excise duty returns for branches or divisions of your business or organization, the branches or divisions have to use the same fiscal months as your parent organization.

Request to shorten or lengthen fiscal months

You need to request approval to use fiscal months that do not meet the guidelines for fiscal months in the section called "Guidelines for fiscal quarters and fiscal months." To make your request, complete sections A, B, D, and E on the front of this form and send the form to us with the reasons for using, and a list of, the fiscal months for which you are requesting approval.

We will notify you about whether we have approved your request to modify the length of fiscal months. If we deny your request, you have to file a notification using fiscal months that meet the standard guidelines.

Where to send the form

Send your completed form and attachments to your Regional Excise Duty Office or the Summerside Tax Centre. A complete listing of these offices is available in Excise Duty Memorandum 1.1.2, *Regional Excise Duty Offices*.