

Supplemental Pension Plans

# Newsletter **express**

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7 February 2006

## The on-line AIR will make your life easier!

Did you know that since April 2005, you can use our on-line **Annual Information Return (AIR)**? The on-line service has several functions that will make your work simpler. Once you learn about its advantages, we're sure that you'll prefer it over the paper or PDF versions.

The on-line AIR service allows you to enter your data on screen and save them for later use. Moreover, it validates some data and makes some calculations for you. The risk of error is thus reduced. Your authorized key people will have access to the service, which means that exchanges of paper documents can be reduced and that several people can share various tasks during the production of your return.

Here are some of the main advantages:

### **Automatic calculation and validation of data**

The on-line service calculates totals for the data that you give and where required transfers them to other lines. It calculates and shows the fees required per member and beneficiary. Furthermore, it warns you of empty fields, some calculation errors and inconsistencies in the information provided.

### **Data backup and security**

You can save your data in our system for up to two years. Your user code and password will ensure that only people authorized by you will have access to your AIR data.

### On-line access for authorized people

Key people to whom you give your access code and password will have access to your AIR and can complete sections for which they have responsibility. Multiple access means that you and your key people can all open your AIR at the same time and discuss it even if you are not all in the same office. That will eliminate sending copies by mail or fax and will improve your information flow.

### On-line help

While you are using the AIR service, you will have access to an on-line AIR guide and checklist.

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### How to use the on-line AIR service?

- Go to the homepage of the Régie's Web site ([www.rrq.gouv.qc.ca](http://www.rrq.gouv.qc.ca)) and click on RégieNet.
- In the section "Supplemental Pension Plans", click on "Annual Information Return".
  - The first time you use the service, you will have to give your plan number and the fiscal year. Then you will be able to choose a user code and a password.
  - Thereafter, you will only have to give your user code and password.
- Complete your return, section by section.
- Validate the information given.
- Print the return and have it signed.
- Mail the signed return to the Régie des rentes du Québec. Be sure to enclose the appendixes, any required documents and your payment for the required fees.

#### For more information, contact our:

Information Officer  
Direction des régimes de retraite  
Régie des rentes du Québec  
Case postale 5200  
Québec (Québec) G1K 7S9

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You cannot submit your AIR electronically since the accompanying documents must be signed.

**Use our [on-line AIR service](#), it will make your life easier!**

*(La version originale française est disponible sur notre site Web.)*