



Government of  
Saskatchewan

# SASKATCHEWAN ELECTRONIC TAX SERVICE (SETS)

Saskatchewan Finance  
Revenue Division

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## CONTACT INFORMATION

**Mailing Address:**

Saskatchewan Electronic Tax Service  
Saskatchewan Finance  
2350 Albert Street  
REGINA SK S4P 4A6

**Web Site:**

[www.gov.sk.ca/finance](http://www.gov.sk.ca/finance)

**E-mail Address:**

[Sask.tax.info@finance.gov.sk.ca](mailto:Sask.tax.info@finance.gov.sk.ca)

**Fax Number:** (306) 798-5040

**Telephone:** 1-800-667-6102

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*Saskatchewan Finance is committed to  
providing businesses with convenient  
service options.*

## GENERAL INFORMATION

To assist you with filing provincial tax returns for your business, Saskatchewan Finance offers the Saskatchewan Electronic Tax Service. Using this service, you can file and pay your tax returns and view your tax account information through the Internet.

If you are a service provider, such as an accounting firm, and wish to e-file on behalf of your clients, you must apply for a 3<sup>rd</sup> Party ID Number.

Page 2 of this guide provides detailed information on how to register for this service.



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## TAX PROGRAMS AVAILABLE FOR E-FILING

This service is available for the following programs:

- Provincial Sales Tax (PST)
- Liquor Consumption Tax
- Tobacco Tax
- Fuel Tax
- Beverage Container Program
- Corporation Capital Tax installment payments
- Insurance Premiums Tax
- International Fuel Tax Agreement (IFTA)

## PROGRAM FEATURES

This service will allow you to:

- File and pay returns.
- File returns only. (If your financial institution offers Internet banking, you may make your payment through their system.)
- Make payments on account.
- Post-date payments.
- Pay IFTA licence & decal fees using VISA or MasterCard.
- View previously filed on-line transactions and account balance information.
- Request a complete statement of your account be mailed to you.
- Authorize a 3<sup>rd</sup> party (e.g. accounting firm) to file, and/or pay, on your behalf.

## COSTS TO USE THIS SERVICE

- There are no sign up or transaction processing charges.

## COMPUTER EQUIPMENT AND SOFTWARE REQUIRED

To take part in this service you will require an Internet hook-up. Your computer will need either an internal or external modem if you use a dial-up service for accessing the Internet.

The preferred Internet browser software is Internet Explorer, version 5 and higher. You can also use Netscape Navigator, version 6.0 and higher. These browsers are capable of 128-bit encryption which is required to use this service. They can be downloaded, free of charge, through the Internet.

## SECURITY OF THE DATA

When you register you will receive a unique User Identification Number (User ID) and Password. These identifying numbers will be mailed, separately, two or three days apart, to the attention of the person identified on the application form. The first time you use this service you will be required to change the password.

Bank account information and identification information, such as business name and address, are not accessible or passed over the Internet. As data is passed over the Internet, it is encrypted using 128-bit Secure Socket Layer (SSL) encryption software. Data that is accessible through the Internet is stored behind a secure firewall and is encrypted.

# REGISTRATION INFORMATION

## WHO MAY USE SETS?

Any business or individual required to file returns for any one of the Saskatchewan Finance programs listed under General Information on page 1 may use SETS.

Businesses, such as accounting or bookkeeping firms, wishing to e-file on behalf of their clients must apply for a 3<sup>rd</sup> Party ID Number. These businesses must also be registered with Saskatchewan Finance to collect the Provincial Sales Tax (PST).

## HOW TO REGISTER

SETS makes it easy for businesses to file tax returns by offering three levels of service:

**Level 1:** If your business has not registered for services offered through SETS, you can still file your return electronically. A unique E-file code will be printed at the top of each tax return you receive. Using the E-file Code, you may file your return through the Internet free of charge. If there is an amount owing, payment can be made by Internet banking, wire transfer, or cheque.

**Level 2:** You may apply for a unique User ID and Password. In addition to filing returns, level 2 service enables you to view your tax account information online.

**Level 3:** In addition to filing returns and viewing tax account information online, this level of service enables you to make payments and authorize your accountant to file on your behalf. Application forms for level 3 service must be mailed or faxed.

To register, visit the SETS web page at [www.gov.sk.ca/finance/revenue/efile](http://www.gov.sk.ca/finance/revenue/efile) or call 1-800-667-6102.

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## HOW TO AUTHORIZE A 3<sup>RD</sup> PARTY TO E-FILE ON YOUR BEHALF

Your service provider (e.g. accounting firm) must be registered with Saskatchewan Finance and must have a 3<sup>rd</sup> Party ID Number. You must complete an E-1 or E-3 form indicating what you are authorizing your service provider to do on your behalf. You must obtain your service provider's 3<sup>rd</sup> Party ID Number and must record it on the application form.

## HOW TO APPLY FOR A 3<sup>RD</sup> PARTY ID NUMBER

If you are an accounting firm or other service provider wishing to e-file on behalf of your clients, you must be registered with Saskatchewan Finance to collect the Provincial Sales Tax (PST). You must also complete an E-2 application form to receive a 3<sup>rd</sup> Party ID Number.

To facilitate the workload distribution amongst your staff, you may request multiple 3<sup>rd</sup> Party ID Numbers, to a maximum of 25. Your clients will be required to quote your 3<sup>rd</sup> Party ID Number and the name of your business when they complete the E-1 application form. This ensures that you have been authorized to file on their behalf.

## MAILING YOUR USER ID NUMBER AND PASSWORD

Once your application to e-file is processed, your User ID Number and password will be mailed to you, separately, within two or three days of each other, as a security measure. As both numbers are required to access your tax account, an unauthorized person would have to intercept both pieces of mail to gain access to your tax account information.

The numbers will be sent to the attention of the individual you identified on your application as the person responsible for maintaining the User ID and password.

## CHANGING INFORMATION PROVIDED ON AN APPLICATION FORM

You must complete a change of information form (E-3) to change information provided on a previous application form.

# USING THE SASKATCHEWAN ELECTRONIC TAX SERVICE

## FILING A TAX RETURN

Tax return forms will be mailed to you as in the past. When you e-file a tax return using this service, **do not** mail the completed paper tax return form. A confirmation number, which will act as your receipt, will be issued for each tax return that is e-filed through this service. Once you are registered, it is not mandatory for you to e-file your tax returns. You may simply wish to use this service to view your tax transactions.

## MAKING PAYMENTS USING THIS SERVICE

If you wish to use this service to make tax payments, you will be required to attach a void cheque from a Canadian financial institution to your E-1 or E-3 application form.

**Note:** Only payments that **you** authorize through Saskatchewan Electronic Tax Service will be withdrawn from your bank account.

Your bank account information will be kept on file at Saskatchewan Finance. **It will not be stored or passed through the Internet.** You will receive a confirmation number for each transaction that you make using this service and this will act as your receipt. Post-dated payments up to 12 months into the future may be made, however, penalty and interest will apply if the payment for a return is post-dated beyond the due date.

## MAKING PAYMENTS USING INTERNET BANKING

If you do not wish to make your tax payments using the Saskatchewan Electronic Tax Service, it may still be possible for you to pay your taxes electronically using Internet banking offered by Canadian financial institutions. Please check with your bank to see if they offer Internet banking.

If you make your payment using Internet banking, you will still be required to file your tax return form using the Saskatchewan Electronic Tax Service or by completing the paper tax return.

## VIEWING YOUR TAX TRANSACTIONS

You will be able to view your recent tax transactions through the Internet. You will have the ability to request that a complete statement of your tax account be mailed to you.

## KEEPING YOUR PASSWORD CONFIDENTIAL

It is your responsibility to keep your password confidential and secure. When you apply for this service, you will be asked to indicate who is responsible for maintaining your password (e.g. yourself or another person). All communications pertaining to the password will be directed to that individual only. This individual must know the answer to the authenticity question you provide on your application form and must keep it confidential. Should this person leave your employment, or if you wish to reassign responsibility for the password to another individual, you must complete an E-3 change of information form.

The following are suggestions for keeping your password secure:

- Passwords must be a minimum of 5 characters and a maximum of 8 characters in length.
- Your password must contain at least one alpha and one numeric character.
- Avoid using common words, names of people or places.
- Do not write down your password where others can see it.
- Passwords should be changed frequently, at regular intervals, and when an employee who knows the password leaves.

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## COMMON QUESTIONS

### Q. WHEN CAN I START USING THIS SERVICE?

A. You may use this service as soon as you receive both your User ID and Password in the mail. Or, you may file your return using the unique E-file code printed at the top of each tax return you receive.

### Q. WHAT ARE THE HOURS OF OPERATION?

A. This service is available 24 hours a day, 7 days a week. If you require assistance from Saskatchewan Finance, you must call during regular working hours between 8:00 a.m. and 5:00 p.m., Monday to Friday.

### Q. HOW DO I ACCESS THIS SERVICE?

A. The service is available at [www.gov.sk.ca/finance](http://www.gov.sk.ca/finance) on the Government of Saskatchewan web site.

### Q. HOW CAN I CORRECT INFORMATION FILED ELECTRONICALLY?

A. If you wish to change tax information that was filed electronically, you should call Saskatchewan Finance toll free.

### Q. WHAT IF I FORGET MY PASSWORD?

A. If you require assistance of any kind you should call Saskatchewan Finance toll free. If you forget your password, you will be asked to provide the answer to the authenticity question you provided on your application form. This will allow Saskatchewan Finance to confirm who you are. If you are able to answer the question correctly, Saskatchewan Finance will provide you with a new password. You will be required to change the password the first time you login using the new password.

If you are not able to answer the question correctly, you will be required to submit a new application form and will not have access until a new password is assigned.