

EMPLOYER'S MONTHLY REPORT

(SEE INSTRUCTIONS FOR FILLING OUT THIS FORM IN THE "REFERENCE GUIDE")

EMPLOYER NUMBER

Fill out the card below for any change of address of the employer or the accountant, as well as to obtain monthly reports or an application to cease business activities. It is also possible to change the employer's address at the ccq's web site: ccq.org

Please return the original with your cheque by the **15th of the month** following the period covered by the report at the latest.

AVOID LATE FEES due to delayed processing of your monthly report and use the following return address:

**Commission de la construction du Québec
C. P. 2000, succursale Chabanel
Montréal (Québec) H2N 0B7**



CHANGE OF BUSINESS ADDRESS OR OF MAILING ADDRESS OF EMPLOYER OR ACCOUNTANT

* For all changes to the name of employer or administrators, please contact your regional CCQ office

* Name of employer

*THIS INFORMATION MUST ALWAYS
BE FILLED IN*

CHANGE OF BUSINESS ADDRESS (EMPLOYER)

Civic no. / Street / Apartment no.

City Province

Postal code

TICK IF THE MAILING ADDRESS IS THE SAME
AS THE BUSINESS ADDRESS

Employer's telephone

Employer's fax

Complete below if mailing address is different

Civic no. / Street / Apartment no.

City Province Postal code

Date: _____ Signature: _____

CHANGE OF ADDRESS OR REGISTRATION OF AN ACCOUNTANT

Name of accountant

Civic no. / Street / Apartment no.

City Province

Postal code

TICK IF YOU NO LONGER HAVE AN ACCOUNTANT

Accountant's phone

Accountant's fax

TICK IF YOU WANT TO RECEIVE: Employer's monthly reports
 Employer's monthly reports (second page)

TICK IF YOU HAVE CEASED BUSINESS ACTIVITIES: Please indicate the date of cessation: _____

Title: _____

WOULD YOU LIKE TO TRANSMIT YOUR MONTHLY REPORT ELECTRONICALLY?

Two ways to be efficient:

- Through the online form
Simple and safe. You just need to register to receive a personal identification number (PIN). To do this, consult our website, ccq.org, under the "Employer" profile.
- By adapted accounting software
Most accounting software is or can be adapted so that you can use it to send your monthly report. Contact your accounting software supplier to find out the procedure to follow.

Three payment modes possible:

- By preauthorized debit. Consult the conditions that apply and the form available on our online services at ccq.org.
- Electronic payment. You must contact your financial institution for more information on electronic payment.
- Payment by cheque. You must write your employer number on the cheque and send it to the address:
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For more information, contact a member of our Customer Services at 1 877-973-5383.