

# REGISTRATION IN BRIEF

JANUARY 2009



2009-2010 RENEWAL

## PAYMENT

### PRE-AUTHORIZED DEBIT

You can pay your fee invoice to renew registration for your vehicle(s), *as well as other transactions throughout the year*, using pre-authorized debits. You have the option of paying in 1, 6 or 12 instalments.

All holders of an IRP vehicle registration may use this method of payment, except individuals who had an overdue account with the SAAQ.

Pre-authorized debits apply only on the portion of fees collected for Québec. ***Note that IRP fees for other jurisdictions are payable in full at the time of the first debit.***

**Fill out, sign and return Summary 2 of the fee invoice**, if you wish to continue pre-authorized debit payments or if you wish to use this payment method from now on.

Following renewal of the registration of your vehicle(s), you will receive a confirmation of your pre-authorized debits.

If you are using pre-authorized debits to pay vehicle registration fees, please notify the SAAQ of any change to your banking information by enclosing a voided cheque sample.

### If you no longer wish to pay using pre-authorized debits

Check the information, sign and return without delay your fee invoice – Summary 1- and enclose a cheque for complete payment. Ensure that the cheque is dated no later than March 31, 2009.

### IN FULL, BY CHEQUE

You can also use a postdated cheque to pay your fee invoice in full. Ensure that the cheque is dated no later than March 31, 2009.

## WHEN MAKING PAYMENT, REMEMBER TO...

- ✓ Check the information in Summary 1 of the fee invoice and make any corrections if necessary;
- ✓ Sign and return the “copy to return to SAAQ” for Summary 1 as well as the “copy to return to SAAQ” for Summary 2 (for pre-authorized debits).

## PAY BY MAIL AND SAVE

When you pay by mail, you save \$5 service charge per vehicle for an IRP transaction. Service charges are therefore \$40 per vehicle, instead of the \$45 service charge that applies for a transaction at a service centre.

Send your completed and signed documents without delay to receive your IRP registration certificate before April 1, 2009.

## PAY AT AN IRP SERVICE CENTRE

You can also make an appointment with a SAAQ service centre that provides IRP service to pay your fee invoice and to obtain a vehicle registration certificate. Note that this service will be available until 4:30 p.m. Monday, March 31.

Drummondville :	819 475-8473	Montréal :	514 873-3047
Gatineau :	819 772-3993	Québec :	418 528-1407
Laval :	450 682-6196	Rimouski :	418 727-3683
Longueuil :	450 468-6588	Rouyn-Noranda :	819 763-3400
		Saguenay :	418 548-0864
			866 867-8137

## PURCHASE OF A VEHICLE AT THE END OF A LEASE

If you purchase a vehicle at the end of a lease agreement, you no longer have to wait to renew your vehicle registration to transfer ownership. This transaction can be carried out at anytime and is not part of a renewal transaction. A \$40 service charge applies to complete this transaction.

## REFUND FOLLOWING REMOVAL OF A VEHICLE FOR A PAID IRP REGISTRATION

If you are cancelling the renewal of a vehicle for which the IRP registration has been paid for the year 2009-2010, the SAAQ must receive the original IRP registration certificate, **before 4:00 p.m. March 31, 2009**. You are therefore eligible to receive a refund of vehicle registration fees, the insurance contribution and taxes. The \$40 service charge (transaction sent by mail) or \$45 service charge (in a service centre) cannot be refunded.

A vehicle registration certificate that is received after March 31, 2009, is not eligible for a retroactive refund.

## QUESTIONS

For further information about IRP Registration, contact the Service de l'immatriculation des entreprises:  
Québec (city and vicinity): 418 528-4343  
Elsewhere: 1 800 837-6030 (Québec, Canada, U.S.)  
*Web site: [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca)*