

REGISTRATION IN BRIEF

JANUARY 2010



2010-2011 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, 2010.

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, 2010.

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, 2010.

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. Wednesday, 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 2010-2011, the SAAQ must receive the original IRP registration certificate, **before 4:00 p.m. March 31, 2010**. 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, 2010, is not eligible for a retroactive refund.

QUESTIONS

For further information about IRP Registration, contact the Service aux entreprises:
Québec (city and vicinity): 418 528-4343
Elsewhere: 1 800 837-6030 (Québec, Canada, U.S.)
Web site: www.saaq.gouv.qc.ca