



Canada Revenue
Agency

Agence du revenu
du Canada

NETFILE

Filing your tax return
using the Internet

What is NETFILE?

At the Canada Revenue Agency (CRA), we want to give Canadian taxpayers convenient tax-filing options. NETFILE is our electronic tax-filing option you can use to file your tax return over the Internet. NETFILE is available from February through September each year.

Why use NETFILE?

- Secure and confidential – as safe as Internet banking;
- Fast refunds – as quick as eight business days;
- Greater accuracy in calculations through the use of software;
- No paper return to mail;
- No receipts to send in unless we ask for them at a later date; and
- Immediate confirmation that we've received your return.

Is there a cost for NETFILE?

Filing a return using NETFILE is free, but you have to purchase commercial tax preparation software or a Web application that we have certified to prepare your return. The most recent listing of netfile certified tax preparation software can be found on our website www.netfile.gc.ca.

How do you file your return?

After you complete your tax return using commercial software or a Web application that we have certified, go to the “Ready to file” page from our NETFILE Web site at www.netfile.gc.ca.

1. Complete the identification section (includes the access code that appears on the label sheet in your T1 personal income tax return package).
2. Enter the location of your completed electronic return, the “.tax” file, and transmit to us.
3. Keep the confirmation number we send back to you.

Is NETFILE secure and confidential?

We use sophisticated security techniques to protect our Web site. State-of-the-art encryption technology and security procedures protect your personal information and tax return at all times.

You can contribute to the security of your personal information by:

- making sure you keep your personal information confidential including your access code;
- clearing your browser’s cache after each online session;
- not sending confidential information to us by email.

What returns cannot be sent by NETFILE?

You cannot use NETFILE for certain types of income tax returns. Check the restrictions on our www.netfile.gc.ca Web site before you buy NETFILE-certified software to prepare and file your tax return using NETFILE.

Can you use NETFILE if you did not receive a tax package?

Yes. If you did not get a set of labels and an access code, or if you lost your access code, visit our www.netfile.gc.ca Web site to receive an access code on-line or call the *e-service* Helpdesk at 1-800-714-7257.

What if you have a balance owing on your return?

Even if you calculate a balance owing on your tax return, you can still use the NETFILE service. Just remember, your payment is due by April 30.

If you want to pay the balance due before you receive your *Notice of Assessment* in the mail, visit our www.netfile.gc.ca/balance-e.html Web site to find out your options.

Is your return more likely to be selected for review if you use NETFILE?

No. The same criteria for verifying tax returns are used for both paper and electronic versions.

You need to keep all your tax information slips and documents for six years after you file your tax return.

If you receive a letter from us it doesn't mean you have done something wrong. We routinely review deductions and credits made on tax returns. To verify electronic returns, we need to contact tax filers to retrieve and verify supporting documents.

If you file a complete and accurate tax return, and keep all your documents, you will be ready for any review we may do.

Need more information?

You can get more information on our Web site at **www.netfile.gc.ca**.

If you cannot find the answer to a question, call the *e-service* Helpdesk at **1-800-714-7257**.

You can also phone, write, fax, or visit your tax services office.

Think Recycling!



Printed in Canada