

# HOW TO SUBMIT A PRODUCTION SERVICES TAX CREDIT APPLICATION ON SOD@ACCÈS

## INTRODUCTION

A production services tax credit application needed to be sent to SODEC via the secure electronic filing portal [SOD@ccès](#). The General Directorate for Tax Credits at SODEC no longer accepts applications sent in paper form.

This guide lays out the main instructions to follow when submitting a production services tax credit application through SOD@ccès.

Before submitting an application, you need to produce documents that will be uploaded to SOD@ccès. Below are hyperlinks to quickly access the guideline initiatives and required documents to send your application.

Firstly, when you log on to [SOD@ccès](#), create a user profile. You then need to select the tax credit form (also called “program” in SOD@ccès) that corresponds to your application (see [List of application forms](#)), answer the questions on the form and upload the required documents. When sending a first application, a qualified corporation must fill out the reference file (master file).

## REFERENCE FILE (MASTER FILE)

SODEC creates a reference file, or master file, for all businesses working with the agency.

When submitting a first application on SOD@ccès, a qualified corporation must attach an electronic version of all documents that make up the reference file, even if these documents had been previously sent to SODEC. Only an update is required for subsequent applications.

### List of Documents in the Business File

Document Name	Information
Company history and profile	PDF
Company's activities and main achievements	PDF
Governing documents	
• Certificate of incorporation	PDF
• Statutes	PDF
• Declaration of registration	PDF
• Certificate of amendment	PDF
• Company agreement or among shareholders	PDF
Information about shareholders and board directors	Download, fill out, print, sign and scan the SODEC template <a href="#">Identification of shareholders and directors</a> Send as PDF
Applying company's organization chart and businesses related to the company with shareholders, if needed	PDF
Managers' CVs	PDF

## LIST OF APPLICATION FORMS

After accessing your profile in SOD@ccès, select the appropriate tax credit program (or form).

### List of programs (forms) and codes in SOD@ccès

TAX CREDIT FOR FILM OR TELEVISION PRODUCTION SERVICES	SOD@ccès program code
Approval Certificate	50-33-00-04
Advance Ruling	50-33-00-03

## GUIDELINES AND DOCUMENTS TO SUBMIT WITH A PRODUCTION SERVICES TAX CREDIT APPLICATION

Before logging in to SOD@ccès, look at the documents required to make an approval certificate application or an advance ruling application and prepare all documents to upload to SOD@ccès. This guarantees that your application will be complete.

The Declaration of the copyright owner and the Declaration of the qualified corporation are part of many documents to hand in. They need to be downloaded, filled out, printed, signed, scanned and sent with your application. Incomplete applications or applications sent without said statement will not be processed.

### Guideline Initiative

- [Refundable Tax Credit for Film or Television Production Services](#)

### Required Documents

- [Approval Certificate – Film Production Services](#)
- [Advance Ruling – Film Production Services](#)

## PAYING FEES

SODEC requires fees to be paid when submitting an approval certificate application and an advance ruling application.

### Preauthorized debit service

SODEC relies on ACCEO Transphere to provide you with our electronic debit service, and this via the account you prefer. Registering with ACCEO Transphere will allow you to pay the fees associated with receiving an eligibility certificate. Whenever you must pay a given amount, you'll receive an e-mail notifying you that a communication/invoice in this regard was uploaded to your ACCEO profile.

If you're a new SODEC client, there's no need to take any specific steps; you'll be sent an invitation to register with ACCEO Transphere in due time.

## NAMING YOUR FILES

To facilitate the management of attached files with tax credit applications, kindly adhere to the instructions with respect to naming files.

The file name should include the production title (without articles, e.g., *the*, *an*, *a*) and the type of document. Examples:

- Great\_Project-Quote
- Great\_Project-Summary
- Great\_Project-Author\_Contract

## LOG IN TO SOD@CCÈS

Once all documents are prepared, log in to

