



K.K. CHARTERED PROFESSIONAL ACCOUNTANT

1. Login to your online bank account.
2. Go to your Business Account.
3. On Left hand side of the screen, Click on “Payments”.
4. Then click on the bottom option “Tax Payment and Filing”

A screenshot of a web application interface. On the left is a vertical navigation menu with a blue header 'Business Accounts'. Below it are several menu items: 'Account Services', 'Pay Bills and Transfer Funds' (which is expanded to show sub-options like 'Request Money', 'Wire Payments', etc.), 'Alert Centre', 'Pay Employees and Vendors', 'Profile and Preferences', 'Apply for Products and Services', and 'Pay &amp; Sync with QuickBooks'. To the right of the menu, the text 'Business Account' is visible at the top, followed by a large heading 'Pay Bills'. Below this heading are labels for 'Amount:', 'From:', 'To:', and 'When:', indicating a form for entering payment details.

5. Click on “Register Now” and then click “I accept” at the bottom
6. Fill out all the requested information
  - Legal Business Name
  - Contact Name
  - Telephone Number
  - Select the account
7. Then click “Next” and then click “Finish”

8. Click “Add Payment Type” and select “Federal GST/HST payment only – GST-P (GST\_P)
9. Under Tax Account Number box, please enter your nine-digit business number and then add RT0001, for example, “123456789RT0001” > Click “Add this Payment Type”

Please select a payment type category

Government tax payment and filing service:

All tax types

Federal tax

Provincial tax

Please Select ..

Select a payment type and click Next

Payment type
Federal - GST/HST Return and Payment -- GST34 -- (GST34)
Federal - GST/HST Balance Due -- GST-B
<b>Federal - GST/HST Payment only -- GST-P -- (GST-P)</b>
Federal - Garnishee of Individual -- GRNIN -- (RC103)
Federal - Garnishee of RC account -- GRNRC -- (RC103)
Federal - Garnishee of RP account -- GRNRP -- (RC103)
Federal - Garnishee of RT account (GST/HST) -- GRGST -- (RC103)
Federal - Non-Resident Withholding Tax-Part XIII -- NRWHT
Federal - Personal Tax Instalment -- TXINS
Federal - Softwood Lumber Products Export Chrg -- SLPEX

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You added the account, now you need you pay

1. Click and go to “Tax payment & Filing main menu” window
2. Select the account number you need to pay and click “make a Payment”
3. Now you can make your payment