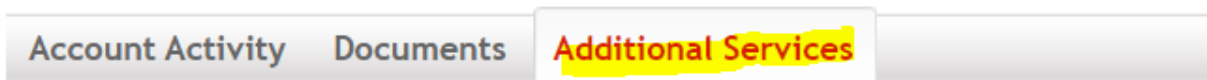




K.K. CHARTERED PROFESSIONAL ACCOUNTANT

1. Login to your online bank account.
2. Go to your Business Account.
3. Go to your Chequing /current acct
4. On Top find the Tab **Additional Services**



- ▶ **Order cheques**
Whether you need to order new cheques, reorder cheques or simply check the status
- ▶ **Pay your business taxes**
Paying your taxes online is more convenient than ever. Think of the time you'll save.
- ▶ **Interac e-Transfer**
It's a convenient, fast and secure way to send and receive money.

5. Then click on → pay your business taxes → next
6. If require Fill out all the requested information
 - Legal Business Name:
 - Contact Name:
 - Telephone Number:
 - Select the account



Registered payments and accounts



7. Click "Add Payment Type" and select "**Federal GST/HST payment only – GST-P (GST_P)**"

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
Federal - GST/HST Payment only -- GST-P -- (GST-P)
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

- Under Tax Account Number box, please enter your nine-digit business number and then add RT0001, for example for your business, "000000000RT0001" > Click "next or Add this Payment Type"
- Click Pay

Registered payments and accounts View/cancel future transactions Transa

Registered payments and accounts

Pay Add payment type Edit Remove

Select	Payment type ^
<input checked="" type="radio"/>	Federal - GST/HST Balance Due -- GST-B
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)

- Select the account number you need to pay and click "make a Payment"
- Now you can make your payment -Make sure you provide the correct information.
Pay from: Pay from business checking acct
Period end: HST end date period (**no** when the balance is due)
Payment date: Usually you don't modify this unless you are scheduling a future period.
Payment will go as of the next business day from the payment date.

Make a payment



Federal - GST/HST Balance Due -- GS

1

Enter payment details

* Required information

Accounts

Pay from *

select account

Payment

Period ending *

yyyymmdd

Payment amount *

\$0.00 

Payment date *

2022 Mar 22 