
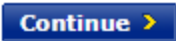





K.K. CHARTERED PROFESSIONAL ACCOUNTANT

1. Login to your online bank account.
2. Go to your Business Account.
3. On middle of the screen, Click on  [Pay Bills](#)
4. Then click on the bottom option "Tax Filing service"



5. Click on 
6. Click "Add Payment Type" and select "Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)" and 

All tax types  
 Federal tax  
 Provincial tax

Please Select ..


Select a payment type and click Next

**Payment type**


- Federal - Tax on Insurance Premiums -- FDTIP
- Federal -Payroll Source Deductions - Balance Due -- EMPBD -- (PD4R)
- Federal Payroll Deductions - Arrears -- EMPTX -- (PD7D)
- Federal Payroll Deductions - Payment on filing -- EMPOF -- (PD7R)
- Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)
- Federal Payroll Deductions - Threshold 1 -- EMPTX -- (PD7A-TM)
- Federal Payroll Deductions - Threshold 2 -- EMPTX -- (PD7A-RB)
- Alberta Finance - 911 Levy -- AB911
- Alberta Finance - Carbon Levy -- ABCL
- Alberta Finance - Carbon Levy Inventory Decl. -- ABCLD

7. Under Tax Account Number box, please enter your nine-digit business number and then add RP0001, for example, "123456789RP0001" > Click **Next**

## Add payment type

 Federal Payroll Dec


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Select payment type

\* Required information

**Tax account number \***

business # RP0001 

**Cancel** **Back** **Next**

- You added the payroll account and now is permanent and it will be there for every monthly payment.
- Click on Pay and select the payroll account added

## Registered payments and accounts

**Pay** Add payment type Edit Remove

Select	Payment type ^
<input type="radio"/>	Federal - GST/HST Payment only -- GST-P -- (GST-P)
<input type="radio"/>	Federal Payroll Deductions - Arrears -- EMPTX -- (PD7D)
<input checked="" type="radio"/>	Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)

- Select the account number you need to pay from and fill the information with the report that KKCPA sent.

Payment

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**Date payment made to employees \*** 2022 Feb ⓘ **Due date** 2022 Mar 15

**Gross period payroll** \$ (dollars only) **Number of employees in last period** 0

**Amount paid (total tax, CPP, EI remittance) \*** \$0.00

**Payment date \*** 2022 Mar 15 ⓘ

**Cancel** **Back** **Next**

- Click **Next**

- Get confirmation and save a copy.