



**RT Consulting - Chartered Professional Accountants**

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
6. If require Fill out all the requested information
  - Legal Business Name:
  - Contact Name:
  - Telephone Number:
  - Select the account
7. Click “Add Payment Type” and select **“Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)” > “Next”**

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 - 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)
<b>Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)</b>

8. Under Tax Account Number box, please enter your nine-digit business number and then add RP0001, for example for your business, “000000000RP0001” > Click “next or Add this Payment Type”

## Registered payments and accounts

Pay

Add payment type

Edit

Remove

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

- Select "Pay" then the account number you need to pay and click "make a Payment"
- Now you can make your payment
- Make payment as per report provide by KK CPA

### Accounts

Pay from \*

### Payment

Date payment made to employees \*

Gross period payroll

 (dollars only)

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

Payment date \*

Cancel

Back

Next