



RT Consulting - Chartered Professional Accountants

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”

The screenshot displays the RT Consulting online banking interface. At the top, there are two tabs: 'Banking' and 'Profile & Account Settings'. The left sidebar contains a 'Business Accounts' section with a list of services: Manage Pre-Authorized Contributions, Purchase Foreign Cash, Daily Transaction Limits, View and Manage Documents, Download Transactions, Deposit and Manage Cheques, Order New Cheques, View and Print Void Cheque, Replace Debit Card, Replace Credit Card, and Travel Plans. Below this is a 'Pay Bills and Transfer Funds' section, which is highlighted with a yellow box. Other sidebar items include Alert Centre, Pay Employees and Vendors, Profile and Preferences, Apply for Products and Services, Pay & Sync with QuickBooks, and Grow Your Business with Credit. The main content area is titled 'Account Services' and lists several services with descriptions: Manage Pre-Authorized Contributions (Save for your goals by making regular automatic contributions to your investment), Daily Transaction Limits (View the daily transaction limits for your business client card), View and Manage Documents (Access up to 7 years of eDocuments (electronic documents) within Online Banking), Download Transactions (Use your computer's supported version of Quicken®, QuickBooks®, Microsoft® Excel®, Accounting® or Makisoft® to view your Online Banking transactions without having to print them), Deposit and Manage Cheques (Enjoy the convenience of depositing cheques online, anywhere you have access to a dedicated scanner), Order New Cheques (Order new cheques online and view previous online cheque orders), View and Print Void Cheque (Print a void cheque and use it for setting up a pre-authorized debit or a pre-authorized payment), and Replace Credit Card (Replace your credit card if it's damaged or isn't working. If your card was lost or stolen, call 1-800-769-2512 (TTY: 1-800-661-1275)).

Banking | [Profile & Account Settings](#)

Business Accounts

- Account Services
 - Manage Pre-Authorized Contributions
 - Purchase Foreign Cash
 - Daily Transaction Limits
 - View and Manage Documents
 - Download Transactions
 - Deposit and Manage Cheques
 - Order New Cheques
 - View and Print Void Cheque
 - Replace Debit Card
 - Replace Credit Card
 - Travel Plans
- Pay Bills and Transfer Funds**
- Alert Centre
- Pay Employees and Vendors
- Profile and Preferences
- Apply for Products and Services
- Pay & Sync with QuickBooks
- Grow Your Business with Credit

Account Services

[Manage Pre-Authorized Contributions](#)
Save for your goals by making regular automatic contributions to your investment.

[Daily Transaction Limits](#)
View the daily transaction limits for your business client card.

[View and Manage Documents](#)
Access up to 7 years of eDocuments (electronic documents) within Online Banking account remains open. (The 7-year period starts with the first document produced in 2006, when this service began.) You can opt to receive either eDocuments or printed documents.

[Download Transactions](#)
Use your computer's supported version of Quicken®, QuickBooks®, Microsoft® Excel®, Accounting® or Makisoft® to view your Online Banking transactions without having to print them.

[Deposit and Manage Cheques](#)
Enjoy the convenience of depositing cheques online, anywhere you have access to a dedicated scanner.

[Order New Cheques](#)
Order new cheques online and view previous online cheque orders.

[View and Print Void Cheque](#)
Print a void cheque and use it for setting up a pre-authorized debit or a pre-authorized payment.

[Replace Credit Card](#)
Replace your credit card if it's damaged or isn't working. If your card was lost or stolen, call 1-800-769-2512 (TTY: 1-800-661-1275).

The screenshot shows the RBC Business Accounts interface. On the left, a sidebar menu is open under the 'Business Accounts' heading. The 'Pay Bills and Transfer Funds' option is selected, and the 'Tax Filing Service' sub-option is highlighted in yellow. Other options in the menu include 'Account Services', 'Request Money', 'Cancel Bill Payment', 'Wire Payments', 'Pay Multiple Bills', 'Payment History', 'Manage Postdated Transactions', 'Manage Payees', 'Transfer Funds to RBC US Banking', 'Alert Centre', 'Pay Employees and Vendors', 'Profile and Preferences', 'Apply for Products and Services', 'Pay & Sync with QuickBooks', and 'Grow Your Business with Credit'. On the right, the 'Pay Bills' form is partially visible, showing fields for 'Amount:', 'From:', 'To:', and 'When:'. A 'Cancel' button is located at the bottom of the sidebar menu.

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 corporation income tax balance due"
9. Under Tax Account Number box, please enter your nine-digit business number and then add RC0001, for example, "123456789RC0001" > Click "Add this Payment Type"

1
Select payment type

2
Enter details

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
Air Traveller's Security Charge -- ATSC
CRA Wage subsidies and hiring program repayment -- REPAY -- (CEWS & CRHP repayment / Remb. SSUC & PEREC)
Canada Emergency Rent Subsidy Repayment -- CERS
Fed - Pensionable and Insurable Earnings review -- PIER -- (PD101)
Federal - Benefits and Credits - Repayment -- BCRP -- (CTB3)
Federal - Corporation Income Tax Balance Due -- TXBAL
Federal - Corporation Tax Payments -- TXINS
Federal - Excise Duty -- FDEXD
Federal - Excise Tax -- FDEXT
Federal - Fuel Charge -- FCHRG

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10 rows per page

Cancel
Next

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