



RT Consulting - Chartered Professional Accountants

1. Login to your online bank account.
2. Go to your Business Account.

My Account Summary

Account Type

- ▶ Bank Accounts
 - Chequing (2)
- ▶ Loans & Credit Cards
 - Currently there are no loans.
 - [Learn more about Business](#)
 - [Learn more about other loans](#)

[Open a new account](#)

3. On Left hand side of the screen, Click on “Payments”.

4. Then click on the bottom option “Tax Payment and Filing”

My Accounts **Payments & Transfers**

Payments & Transfers

- ▶ My Payments and Transfers
 - Make a Payment
 - Make a Transfer
 - My Payment History
 - My Transfer History
 - My Session History
 - Investigate a Bill Payment
 - Manage Payees
 - Add a Payee
- ▶ Interac e-Transfers
- ▶ Tax Payment & Filing

5. Click on “Register Now” and then click “Make a payment” at the bottom

6. Click “Add Payment Type” and select “Federal GST/HST payment only – GST-P (GST_P)”

Registered payments and accounts

View/cancel future transact

Pay **Add payment type** Edit Remove

Select **Payment type**

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)

7. Under Tax Account Number box, please **enter your nine-digit business number** and then add RT0001, for example, “123456789RT0001” > Click “Add this Payment Type”

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