



RT Consulting - Chartered Professional Accountants

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

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**

Select payment type

* Required information

Tax account number *

business # RP0001 

Cancel **Back** **Next**

8. You added the payroll account and now is permanent and it will be there for every monthly payment.
9. 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)		

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

Payment

Date payment made to employees *	Due date
2022 <input type="button" value="▼"/> Feb <input type="button" value="▼"/> 	2022 Mar 15
Gross period payroll	Number of employees in last period
<input type="text" value="\$"/> (dollars only)	<input type="text" value="0"/>
Amount paid (total tax, CPP, EI remittance) *	
<input type="text" value="\$0.00"/>	
Payment date *	
2022 Mar 15 	
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

11. Click **Next**

12. Get confirmation and save a copy.