



### 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 → next
6. If required Fill out all the requested information

- Legal Business Name:
- Contact Name:
- Telephone Number:
- Select the account



### Registered payments and accounts



7. Click "Add Payment Type" and select "**Federal GST/HST payment only – GST-P (GST\_P)**

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 - 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)

Federal - Garnishee of RT account (GST/HST) -- GRGST -- (RC103)

Federal - Non-Resident Withholding Tax-Part XIII -- NRWHT

8. Under Tax Account Number box, please enter your nine-digit business number and then add RT0001, for example for your business, "000000000RT0001" > Click "next or Add this Payment Type"
9. Click Pay

Registered payments and accounts

Pay

Add payment type

Edit

Remove

View/cancel future transactions

Transa

Registered payments and accounts

Select

Payment type ▾

Federal - GST/HST Balance Due -- GST-B

Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)

10. Select the account number you need to pay and click "make a Payment"
11. Now you can make your payment -Make sure you provide the correct information.  
Pay from: Pay from business checking acct  
Period end: HST end date period (**no** when the balance is due)  
Payment date: Usually you don't modify this unless you are scheduling a future period.  
Payment will go as of the next business day from the payment date.

## Make a payment



Federal - GST/HST Balance Due -- GS

1

Enter payment details

\* Required information

### Accounts

Pay from \*

### Payment

Period ending \*

Payment amount \*

Payment date \*