



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 shows a left sidebar with a blue header 'Business Accounts' and a list of options. The 'Pay Bills and Transfer Funds' option is expanded, showing sub-options like 'Request Money', 'Wire Payments', and 'Transfer Funds to RBC US Banking'. To the right, the main area is titled 'Pay Bills' with fields for 'Amount', 'From', 'To', and 'When'.

- Account Services
- Pay Bills and Transfer Funds**
 - Request Money
 - Wire Payments
 - Pay Multiple Bills
 - Payment History
 - Manage Postdated Transactions
 - Manage Payees
 - Tax Filing Service
 - Transfer Funds to RBC US Banking
- Alert Centre
- Pay Employees and Vendors
- Profile and Preferences
- Apply for Products and Services
- Pay & Sync with QuickBooks

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 GST/HST payment only – GST-P (GST_P)
9. Under Tax Account Number box, please enter your nine-digit business number and then add RT0001, for example, “123456789RT0001” > Click “Add this Payment Type”

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
Federal - Personal Tax Instalment -- TXINS
Federal - Softwood Lumber Products Export Chrg -- SLPEX

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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