



### 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 image is a screenshot of a web application interface. On the left, there is a vertical sidebar menu with a blue header 'Business Accounts'. Below the header, the menu items are: 'Account Services', 'Pay Bills and Transfer Funds' (which is expanded to show sub-options: 'Request Money', 'Wire Payments', 'Pay Multiple Bills', 'Payment History', 'Manage Postdated Transactions', 'Manage Payees', 'Tax Filing Service', and 'Transfer Funds to RBC US Banking'), 'Alert Centre', 'Pay Employees and Vendors', 'Profile and Preferences', 'Apply for Products and Services', and 'Pay & Sync with QuickBooks'. To the right of the sidebar, the main content area is titled 'Business Account' with a link. Below this, the heading 'Pay Bills' is displayed. Under 'Pay Bills', there are three labels: 'Amount:', 'From:', and 'To:', followed by a 'When:' label. The input fields for these labels are currently empty.

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