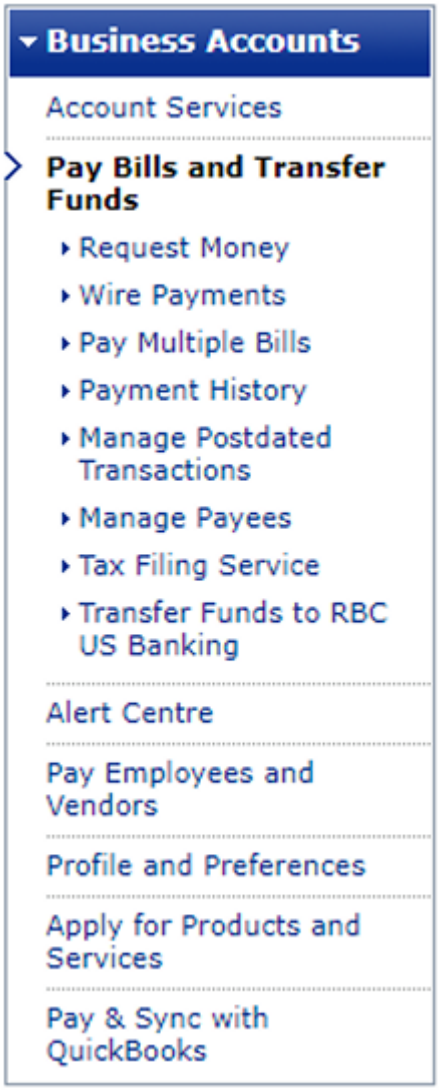
How to Register and Make a GST/HST Payment Online

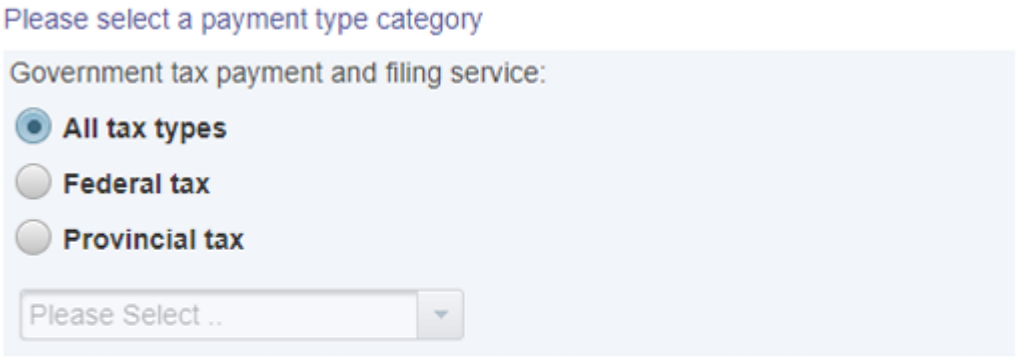
Register the GST/HST Account

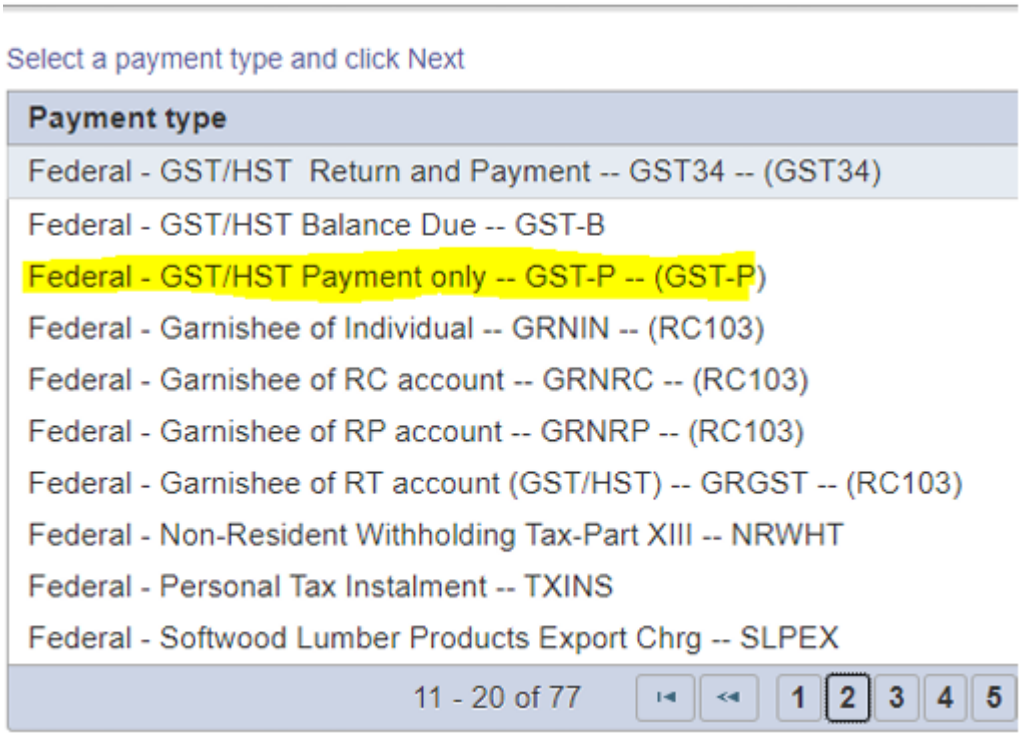
1. Log in to your online banking account.
2. Go to your Business Account.
3. From the left- hand menu, click Payments.
4. Scroll to the bottom and select Tax Payment and Filing.



5. Click Register Now, then select I Accept at the bottom.
6. Enter the required information:
   - Legal Business Name
   - Contact Name
   - Telephone Number
   - Select the bank account
7. Click Next, then Finish.

8. Select Add Payment Type, then choose Federal GST/HST Payment Only - GST- P (GST_P).
9. In the Tax Account Number field, enter your 9- digit Business Number followed by RT0001 (e.g., 123456789RT0001), then click Add this Payment Type.





Make Your GST/HST Payment

1. Return to the Tax Payment & Filing Main Menu.
2. Select the GST/HST account you want to pay and click Make a Payment.
3. Enter your payment details and submit the payment.