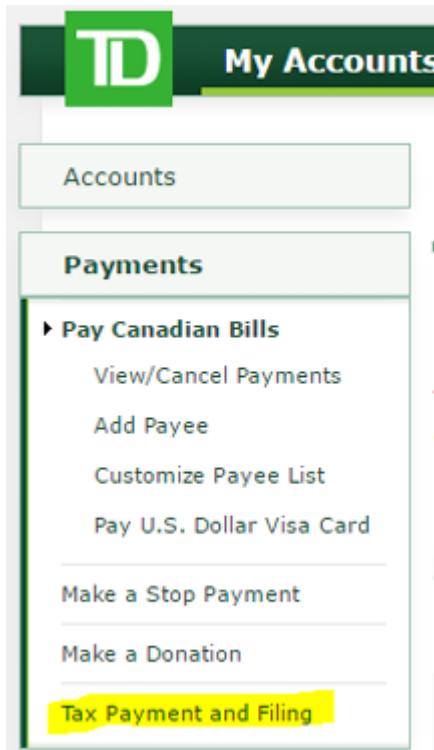




How to Register and Make a Payroll (PD7A) Payment Online

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 Payroll Deductions - Regular/Quarterly - EMPTX (PD7A) → Next.
9. In the Tax Account Number field, enter your 9- digit Business Number followed by RP0001 (e.g., 123456789RP0001), then click Add this Payment Type.
10. Return to the Tax Payment & Filing Main Menu.
11. Select the payroll account you want to pay and click Make a Payment.
12. Enter your payment details and submit the payment.