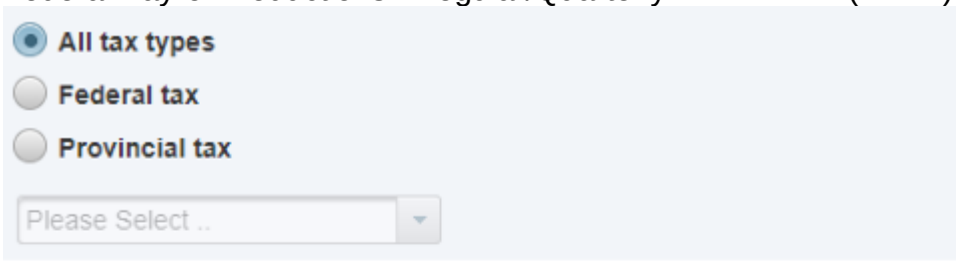
How to Add and Pay Your Federal Payroll Deductions (PD7A) Through Online Banking

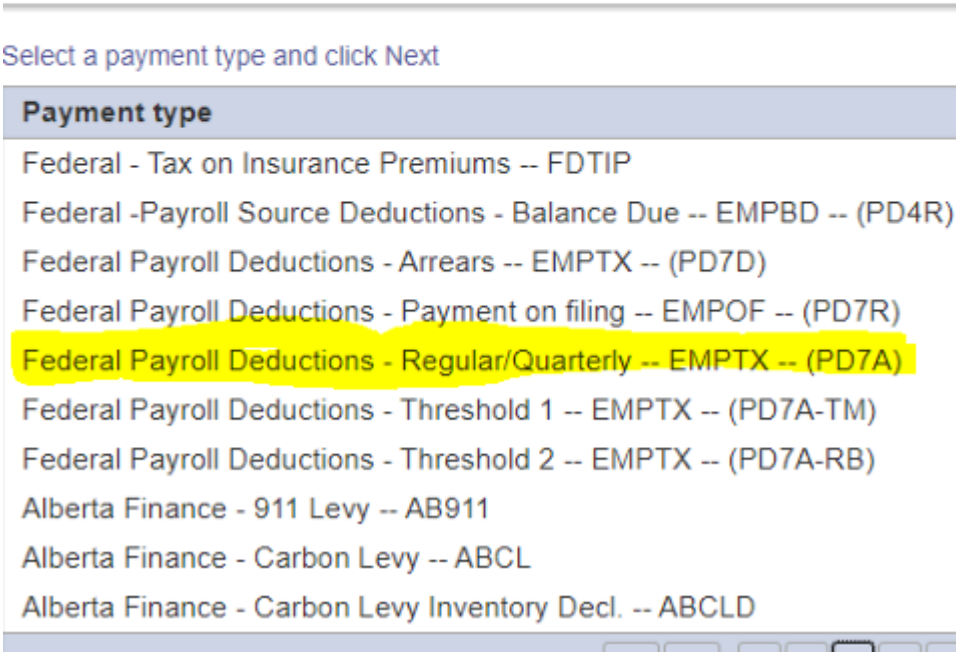
Step 1 – Add the Payroll (PD7A) Tax Account

1. Log in to your online banking.
2. Go to your Business Account.
3. In the middle of the screen, click Payments.
4. Select the bottom option: Tax Filing Service.

5. Click on Continue >.
6. From the list, choose:

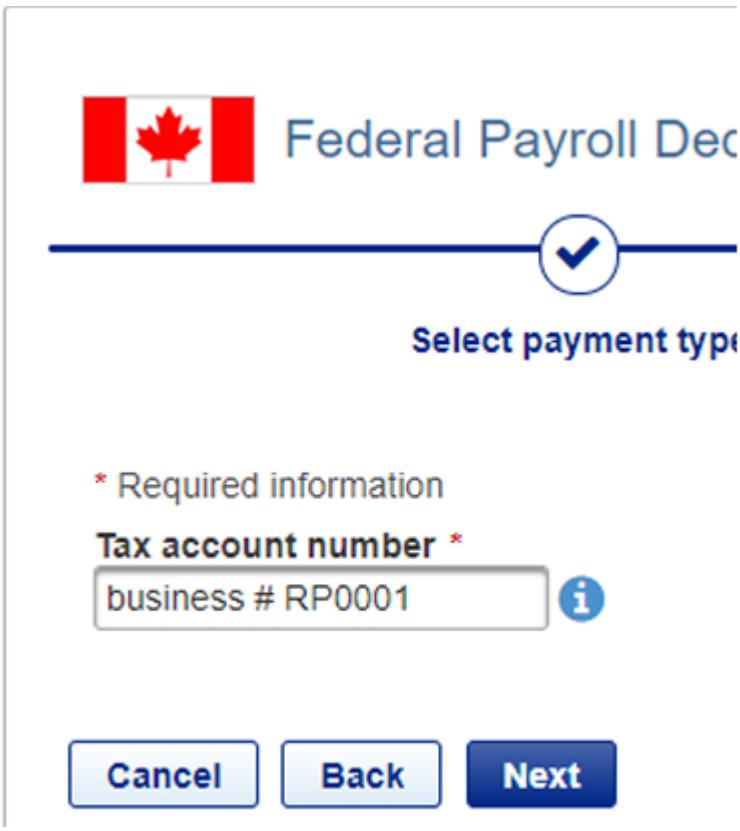
Federal Payroll Deductions - Regular/Quarterly – EMPTX – (PD7A) and Next





7. In the Tax Account Number field, enter your 9- digit business number followed by RP0001.
Example:

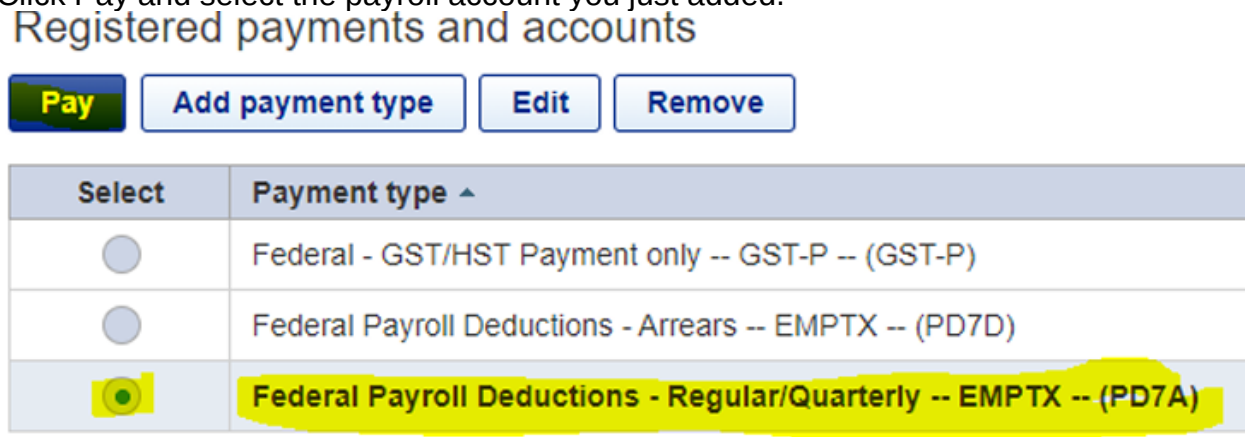
Then click Add This Payment Type and click Next



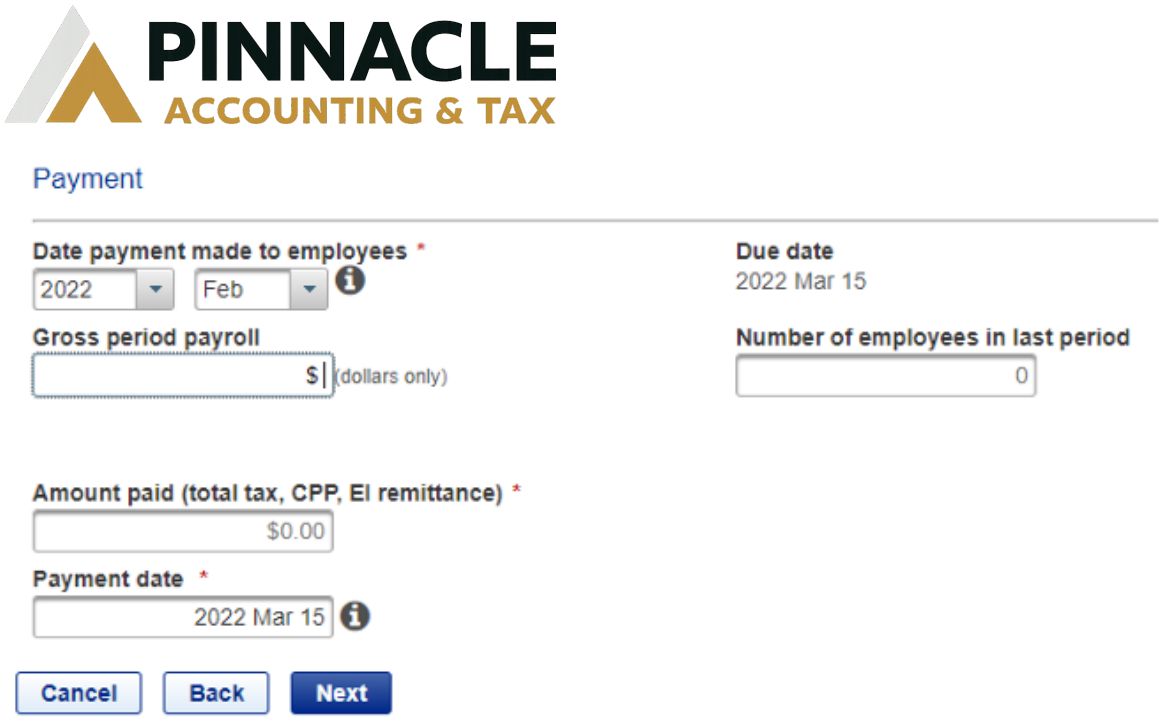
8. Your payroll account is now added permanently and will remain available for all future monthly payments.

Step 2 – Make Your Monthly Payroll Payment

1. Click Pay and select the payroll account you just added.



2. Choose the bank account you want to pay from.
3. Enter the payment details using the information provided in the report from PA&T.



4. Click Submit to complete the payment.
5. Save or print the confirmation page for your records.