

How to Register and Set Up GST/HST Payments Through Online Banking

Follow the steps below to register your business for GST/HST payments and add your tax account to your online banking profile:

1. Log in to your online banking

Sign in to your online banking account.

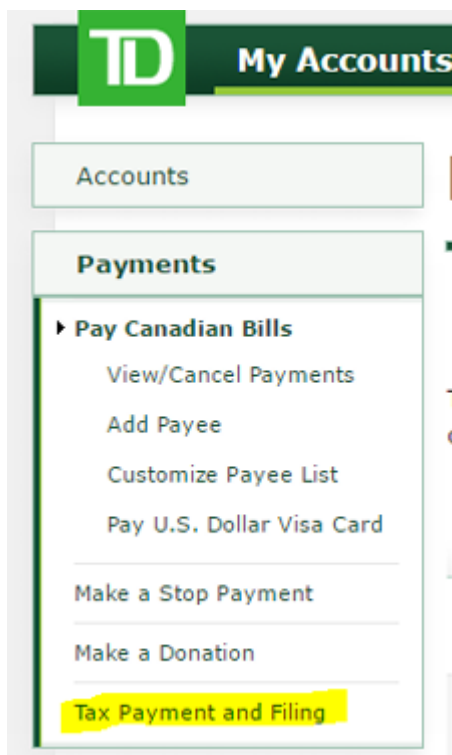
2. Open your Business Account

Navigate to your Business Account dashboard.

3. Go to “Payments”

On the left-hand menu, click **Payments**.

4. Select “Tax Payment and Filing ”



Scroll to the bottom of the Payments menu and click **Tax Payment and Filing**.

5. Begin Registration

Click Register Now, then scroll down and select I Accept.

6. Enter Your Business Information

Complete all required fields:

Legal Business Name

- Contact Name
- Telephone Number
- Select the bank account you want to use for payments

7. Submit Registration

Click Next, then Finish.

8. Add a Payment Type

Click Add Payment Type, then choose: Federal - GST/HST Payment – GST-P – (GST-P)

Click Next.

9. Enter Your GST/HST Account Number

In the Tax Account Number field, enter your 9-digit business number followed by RT0001.

Example: 123456789RT0001

Click Add this Payment Type.

10. Return to the Main Menu

Click Tax Payment & Filing Main Menu.

11. Select the Account to Pay

Choose the tax account you just added and click Make a Payment.

12. Review Your Payment Screen

You will now see your payment setup and can proceed with submitting your GST/HST payment.